Login at speedyservices.com • Register at: www.speedyservices.com/register-myspeedy

MySpeedy User Guide

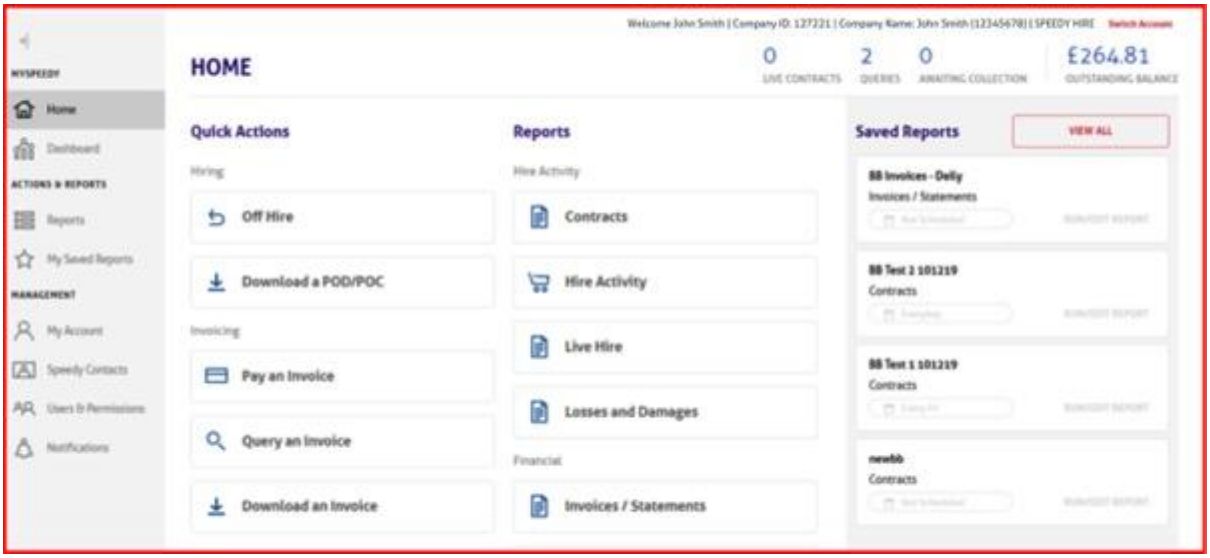
Contents

1. Introduction

MySpeedy gives you instant, secure access to all your hire information, together with a range of useful features - all in one convenient place.

View all your transactions and history in one place - deliveries, off hires, collections, and invoices. Access, download and print all your documents, including invoices, proof of delivery and collection notices, and compliance certificates. Define your own report filters and set up automatic report scheduling for delivery to you and your colleagues when you need them. Make online invoice payments and log queries. Set up and manage your own internal users with flexible user access levels.

2. Homepage



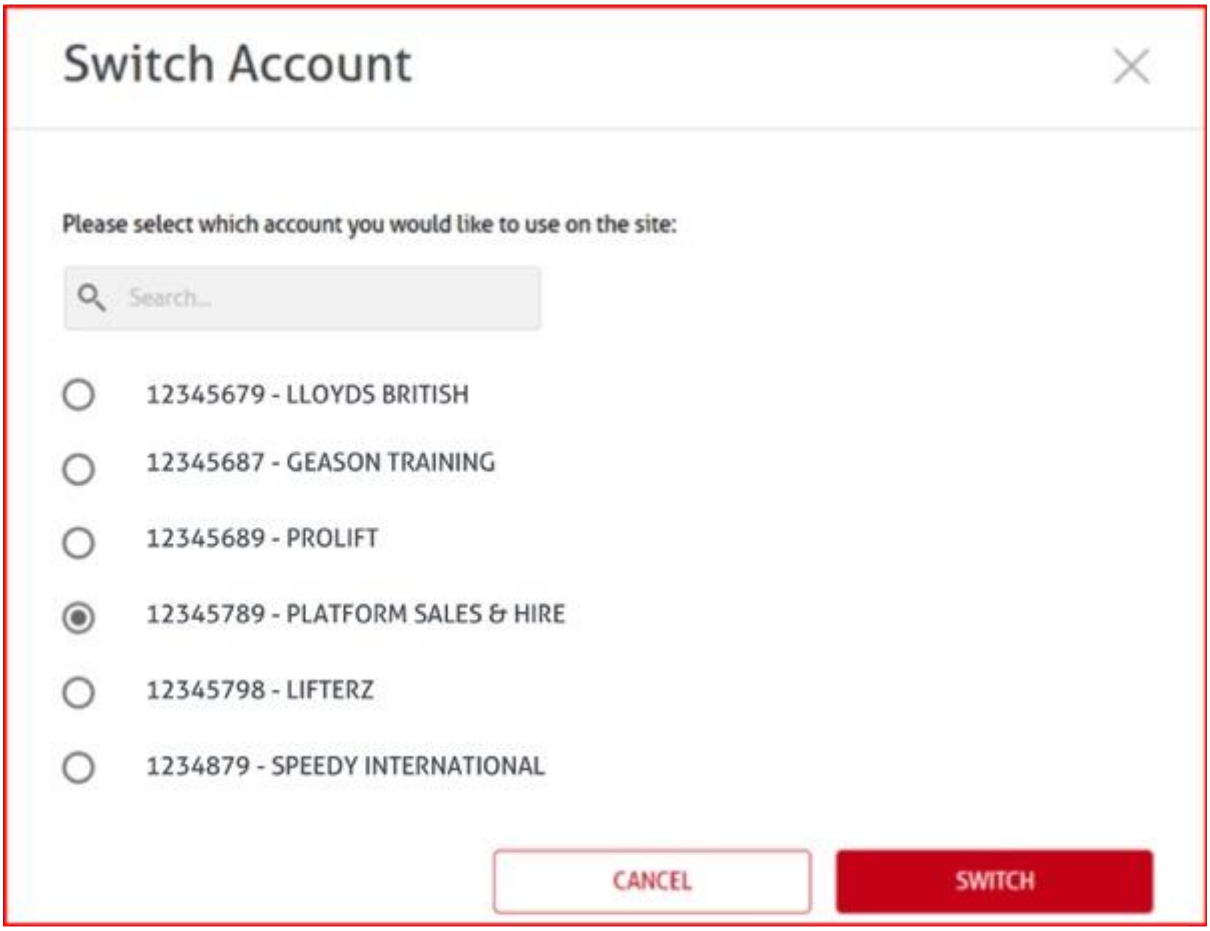
The Homepage displays high level information relating to your selected account such as current no. of live hires and queries and provides easy access to the various functions available in the system.

The new Navigation pane can be expanded and contracted using the arrow in upper left corner to allow full use of the screen space. Options in the Navigation Pane can be used without the pane being expanded.

The Homepage also provides direct access to individual Reports, Quick Actions and Saved Reports. The Reports and Saved Reports sections provide Users with the ability to access and review reports relating to the activity on their account. The Quick Actions section allows Users to target individual items and quickly carry out the required action.

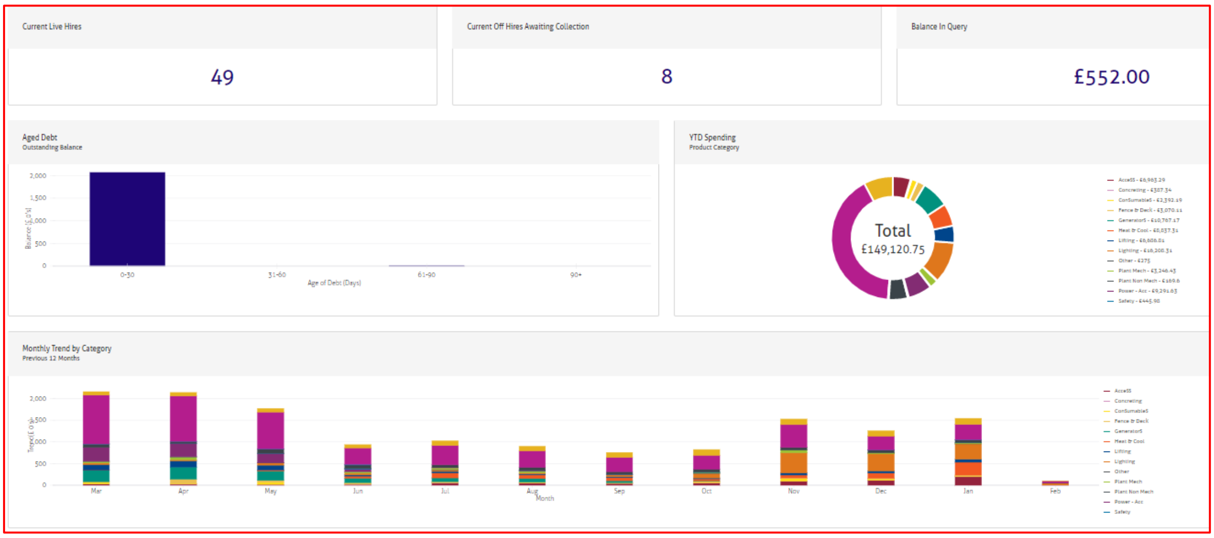
3. Switch Account

If you have more than one account linked to your login you can switch the account you are viewing on the homepage banner or the Dashboard by clicking on the Switch Account link in the upper right corner of the screen. Select the Account you require from the list or use the search function at the top of the list. When the Account is switched the banner / dashboard will update accordingly.



4. Dashboard

Users can view graphics of high level data relating to their account from the dashboard. Here they can see information relating to their current hires, outstanding invoices and queries and how their spend has been split across our products.

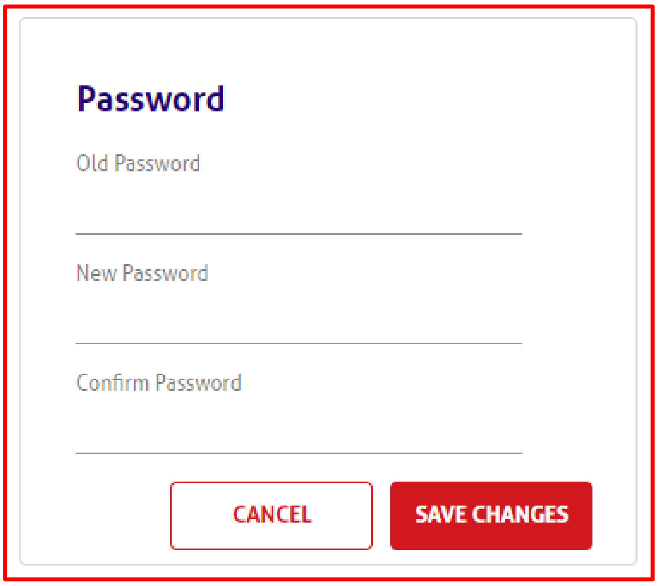


5. My Account

5.1. Update Details

5.2. Change Password

Should a User need to update their password this can also be handled from the My Account page by clicking ‘Edit Password’ and entering the existing password then adding and confirming a new password before clicking ‘Save Changes’.


Password
Old Password
New Password
Confirm Password
CANCEL
SAVE CHANGES

6. Users & Permissions

The Users and Permissions area will only be visible to MySpeedy Administrators. (Those Users who are responsible for the administration of a Company's MySpeedy account and therefore have the ability to create Users.)

6.1. Create User

The process to create a new User follows three straight forward steps; entering the Users details, selecting the Accounts and Sites they can interact with and setting the permissions they will be granted. To aid the administrator as each step is completed the exclamation mark by each header will cease to display to show that step has been completed.

Once the User account has been set up they will be emailed the details of the login and password for their new MySpeedy account and instructions on how to reset their password on their first login to the MySpeedy system.

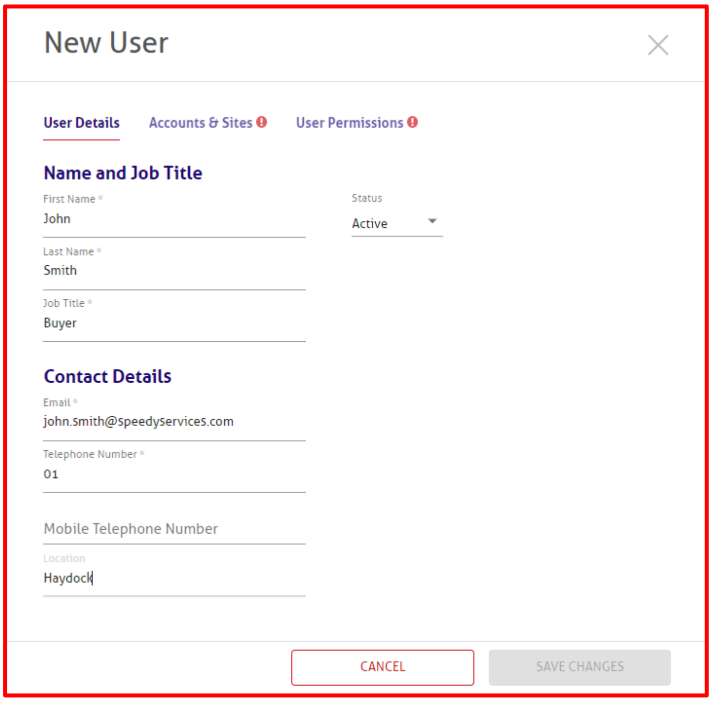
Customer Administrators can also define any order approval limits required during the User creation process.

6.1.1 Step1 - User Details

The User Details section is used to log a User's Name, Job Title and Contact details.

This section is completed at time of User creation but can also be updated as required.

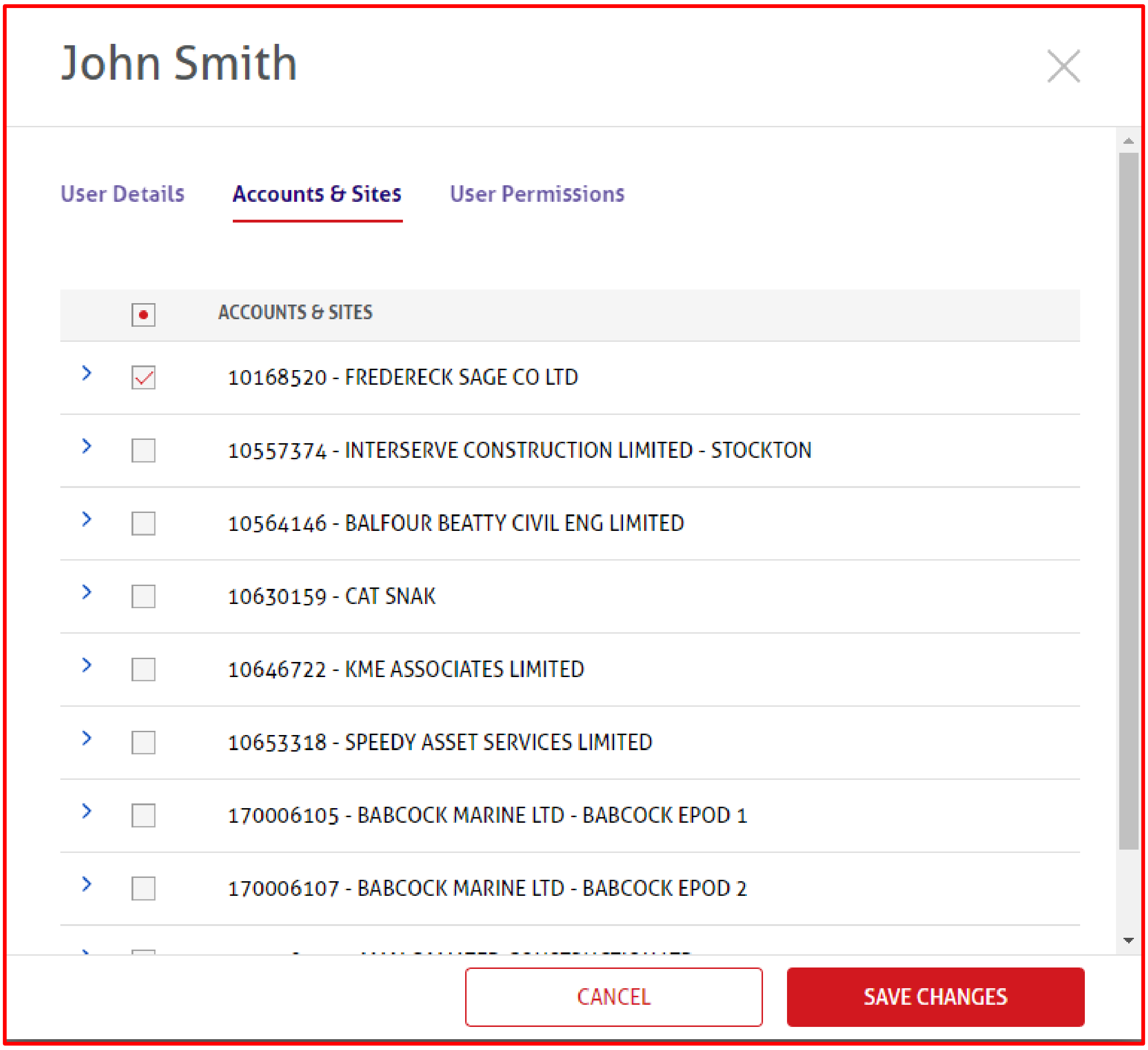
The Users status can also be updated to Active / Inactive from this screen.



6.1.2 Step 2 - Accounts & Sites

The Accounts & Sites section is used to define which Accounts / Sites a User is permitted to transact with. A User's permissions could be set up to allow transactions on all sites related to all linked accounts, specified accounts or only specific sites on an account by account basis. If a User is only awarded site specific rights on a particular account then they will be unable to create new delivery addresses for this account.

Accounts / Sites are selected by populating the check boxes to the left of the displayed list. A select all checkbox is available in the table header for ease of use. Selecting the checkbox against an account will allow a user to transact for all sites linked to the selected account. To select specific sites click the blue arrow to the left of the checkbox to expand the site list to make site level selections.



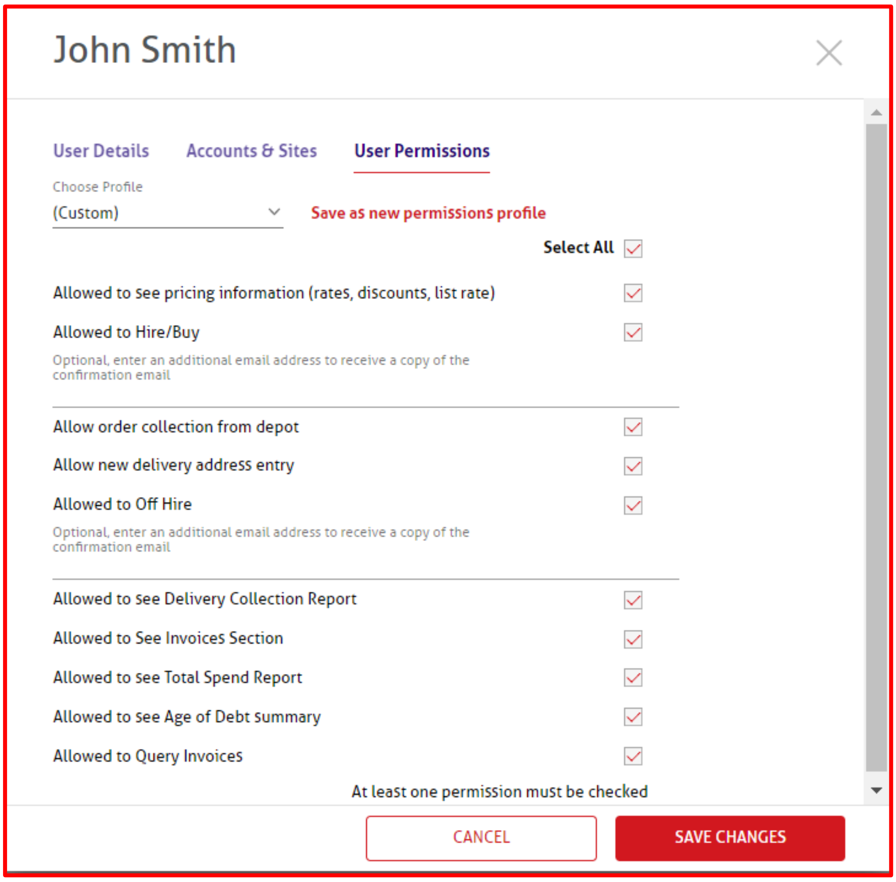
6.1.3 Step 3 – User Permissions

The User Permissions section allows Administrators to select the permissions to be granted to a User. This can be done on an individual User basis or the Administrator can define and store permissions as profiles that can be assigned to a User by selecting the required profile from a drop down list; these profiles can be assigned to multiple Users and can be easily modified and new profiles saved for further use at a later date.

Selecting the Allowed to Hire/Buy permission indicates that the User is permitted to place orders via MySpeedy on desktop or through the Speedy mobile app. Once this permission has been set then Allow Order Collection from Depot and Allow New Delivery Address Entry will become available to select.

Allowing a User to order collection from depot will allow the User to place an order for depot collection (not delivered to site). And Allowing a User to add a new delivery address will enable the User to enter a new site address instead of using an existing site address. Where a User only has site specific access on an account they will not be permitted to create new delivery addresses for that account.

Where a User has been granted permissions to Hire/Buy or Off Hire, Administrators have the option to add a cc' email address to the system. When an order or off hire request is placed then a copy of the confirmation email will also be sent to the provided cc' email address.



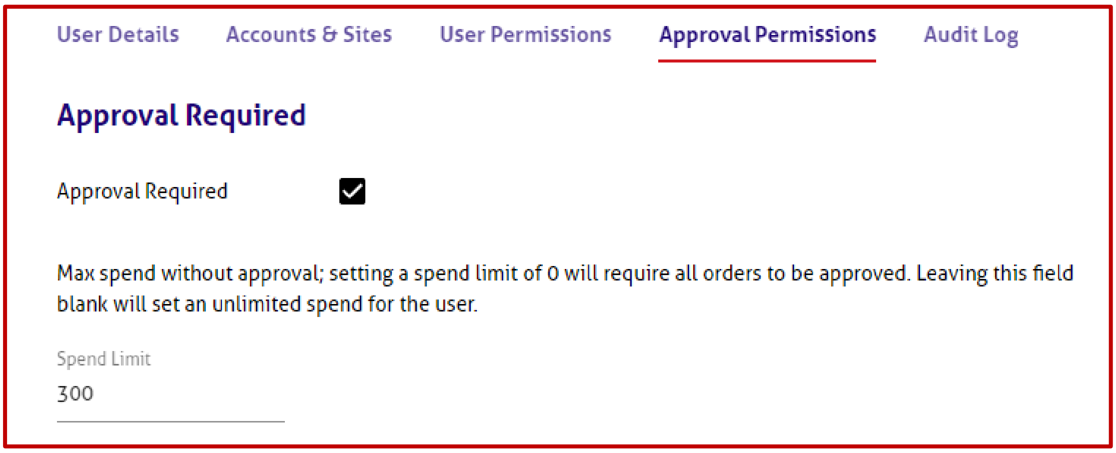
6.1.4 Order Approval Settings

To set restrictions on the products or values of orders that Users place; limits and product restrictions can be set under the Order Approval tab on the User record.

On this tab Users can be assigned spend limits that when breached will require placed orders to be approved by a designated approver or when the basket contains a product/category that has been flagged by the Customer Administrator as restricted.

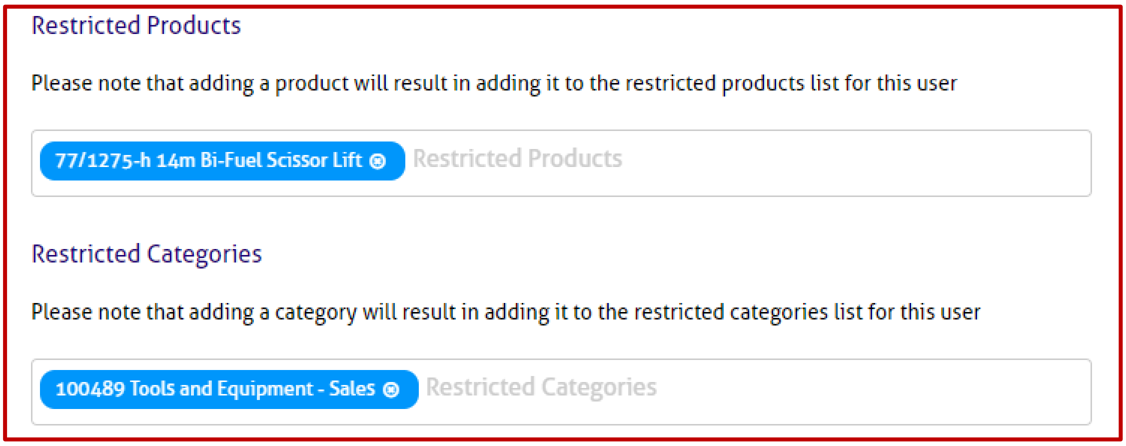
Users can also be set up as designated approvers with approval limits for selected Users as defined by the Customer Administrator.

To set up a User to require approval from their Designated Approvers check the ‘Approval Required’ checkbox on the ‘Approval Permissions’ tab of the User record.

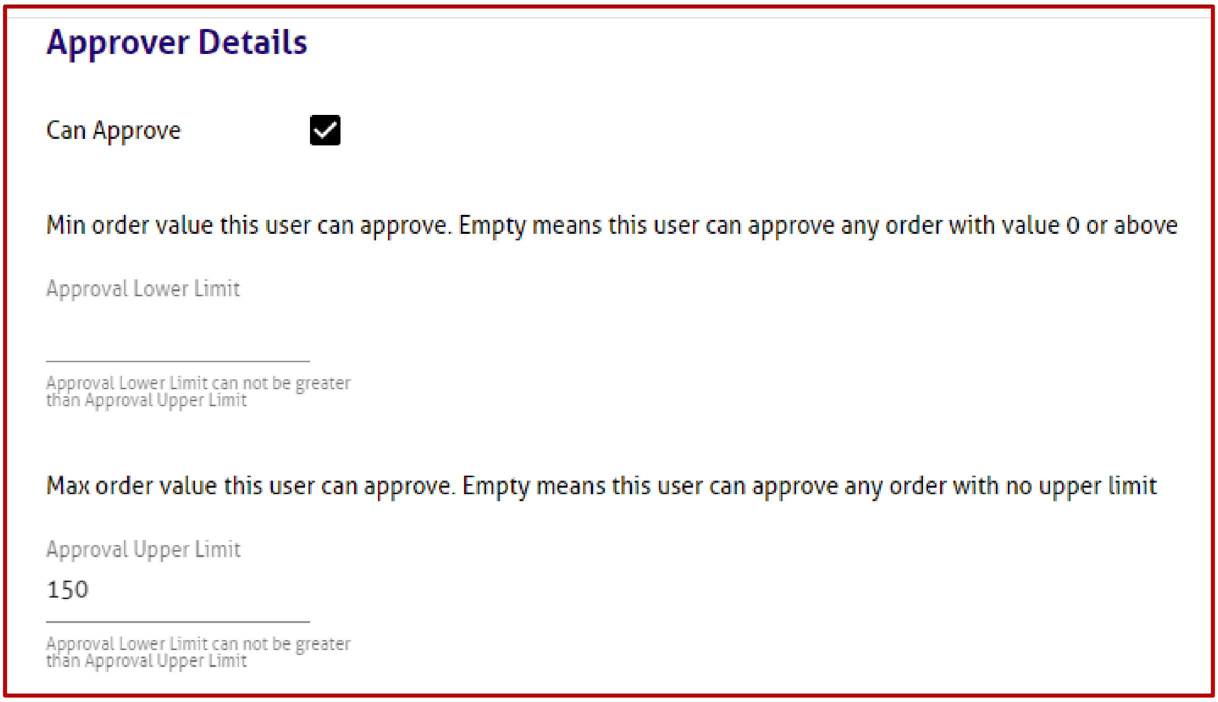


Where order approvals are to be required based on order value the Customer Administrator will need to set a ‘Spend Limit’. The ‘Spend Limit’ field can be set to ‘0’ which will cause all orders to require approval from the Designated Approver. Setting a ‘Spend Limit’ will require all orders where the value exceeds the set limit to be approved, in the above example the User would be able to place order below £300 without requiring approval.

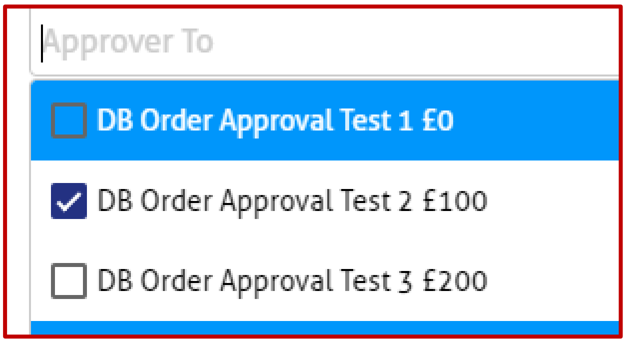
Customer Administrators can also set Users up to require approval when ordering specified Products or from specified Categories by populating ‘Restricted Products’ and ‘Restricted Categories’. If a User will only require approval based on Product/Category, then the ‘Spend Limit’ should be left blank.



To set up a User to be an Approver check the ‘Can Approve’ checkbox on the ‘Approval Permissions’ tab of the User record and set their ‘Approval Lower Limit’ and ‘Approval Upper Limit’. This will define the value range of the orders the user can approve.



Approvers can be linked to Users either from the Approvers record or the User record requiring an approver. From the User record populate the ‘Designated Approver’ field. From the Approver record populate the ‘Approver To’ field. Clicking into either field will display a list of relevant Users/Approvers to select from.



Click ‘Save Changes’ to store required settings.

6.2. Permission Profiles

To assist in the creation of Users, permissions can be set using Permission Profiles.

Users can be assigned one of four Speedy Default Permission Profiles or Administrators can set up custom Permission Profiles to be assigned to Users either at creation or as an admin task. Permission Profiles can be set up / amended from either the Permission Profiles page in the Users & Permissions area or from within a User record.

Speedy Default Permission Profiles

BUYER

Allowed to see pricing information
Allowed to Hire/Buy
Allow order collection from depot
Allow new delivery address entry
Allowed to Off Hire
Allowed to see Delivery Collection Report
Allowed to see Invoices Section
Allowed to see Total Spend Report
Allowed to see Age of Debt summary
Allowed to Query Invoices

FINANCIAL

Allowed to see pricing information
Allowed to see Invoices Section
Allowed to see Total Spend Report
Allowed to see Age of Debt summary
Allowed to Query Invoices

ON SITE

Allowed to see pricing information
Allowed to Hire/Buy
Allowed to Off Hire
Allowed to see Delivery Collection Report

SITE OFFICE

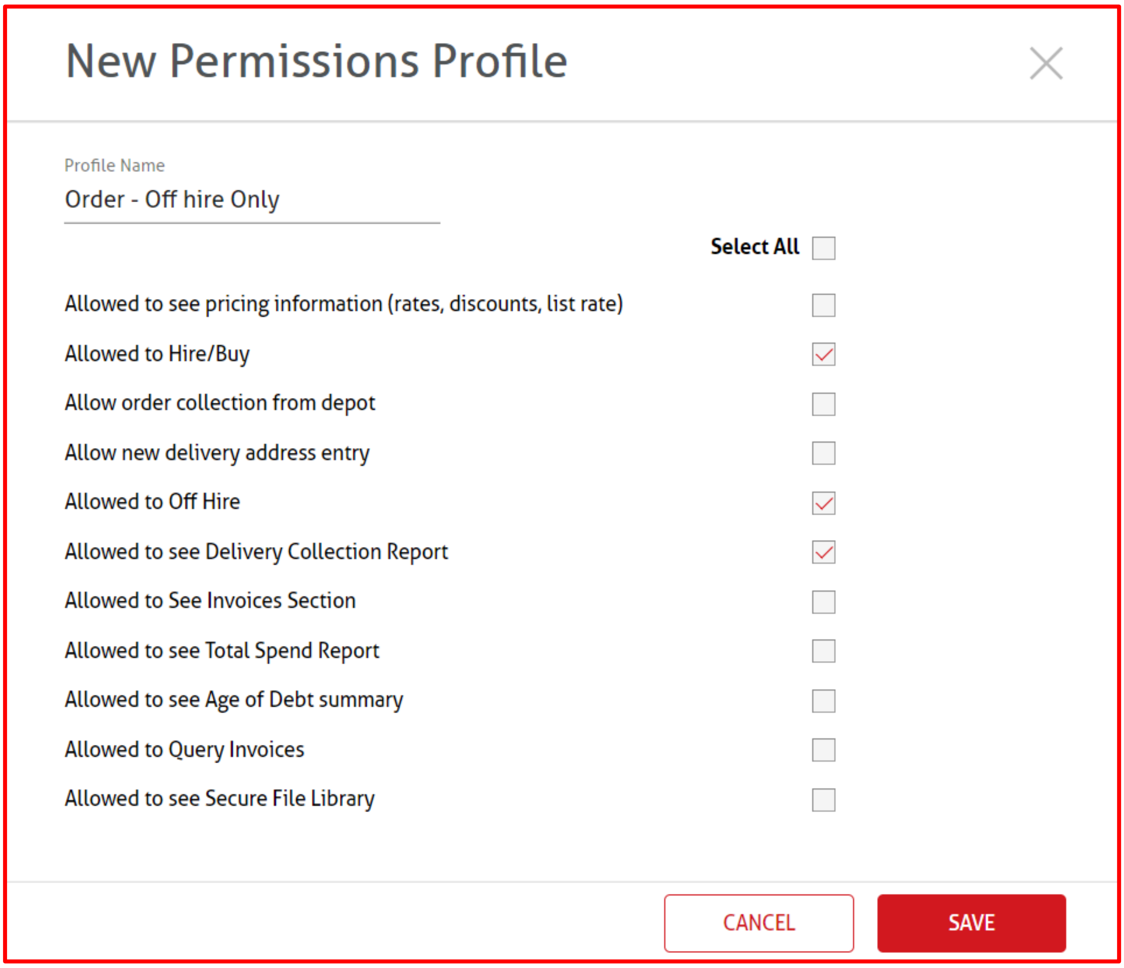
Allowed to see pricing information
Allowed to see Delivery Collection Report
Allowed to see Invoices Section
Allowed to Query Invoices

NOTE: If an existing Permission Profile is amended and saved without being renamed be aware that any User that has previously been assigned that profile will then be awarded the modified permissions.

6.2.1. Create Permission Profile

From the Permissions Profiles tab click the ‘Create New Profile’ button.

Enter a Profile Name and select required permissions by populating checkboxes.



Click ‘Save’ to create the Profile.

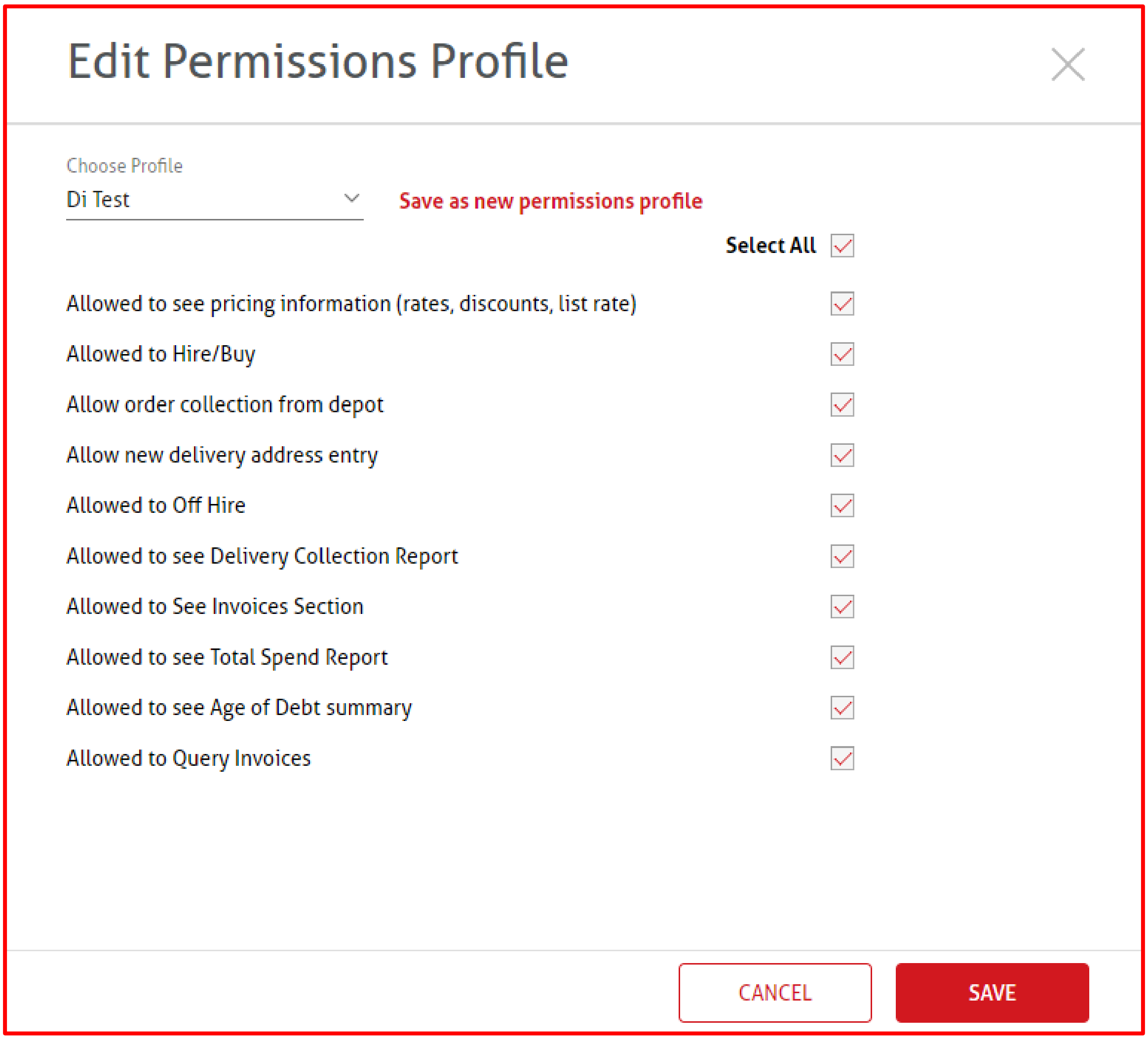
6.2.2. Manage Permissions Profile

Permissions assigned to a profile can be managed by opening the profile from the Permission Profiles tab or by accessing a User’s Permissions on their User record.

NOTE: When a permission profile is updated any User that has been previously assigned that profile will automatically have their permissions updated to match the new selections.

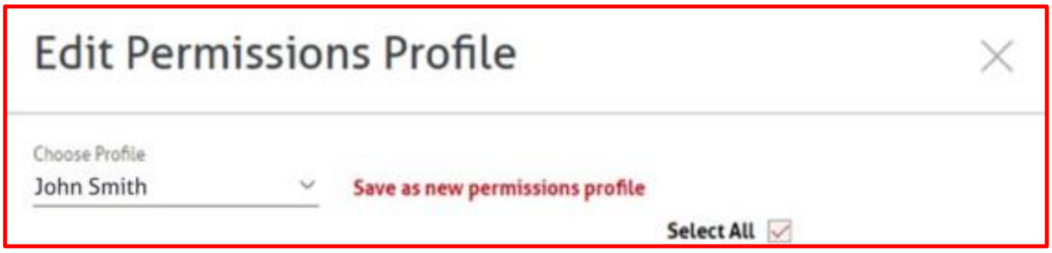
In Users & Permissions from the Permission Profiles tab select an existing profile. Amend the checkbox selections as required and click ‘Save.

From a User record, click on the User Permissions option to see the current permissions assigned to a user with the profile in question. Where permissions need to be amended update the checkbox selections.



If the existing permission profile is to be updated, click ‘Save Changes’.

If a new permissions profile is to be created click the ‘Save as new permissions profile’ link.



Populate new profile name and click Save.

6.3. Update User

A User can be updated by opening the User record and amending data which is no longer correct and clicking ‘Save Changes’ when the record has been updated.

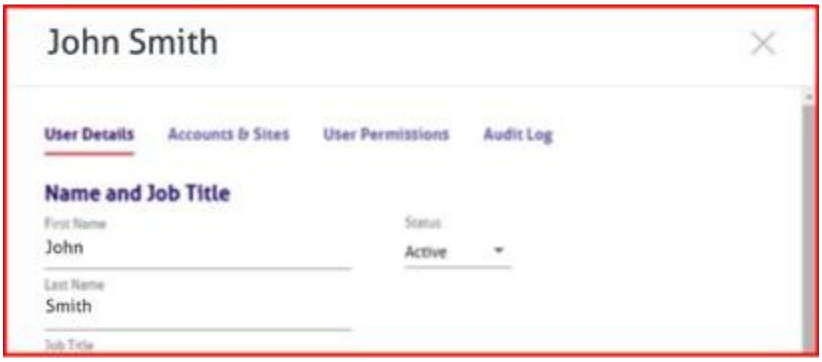
A Users permissions profile and Status can also be updated from the User list on the Users & Permissions page without the need to open the individual User record.

6.4. Deactivate User

A User can be deactivated by modifying their Status in the list displayed on the Users and Permissions page.

NOTE: It is the responsibility of the MySpeedy Administrator to maintain the Users linked to their account by deactivating those Users no longer requiring access to MySpeedy; including those no longer employed by their company. Speedy Services are not responsible for User maintenance.

A User can also be deactivated from the User Details tab of an opened User record.

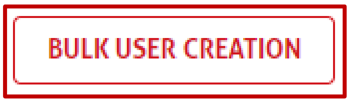


6.5. Bulk Create Users

A Customer Administrator can also create Users in bulk to reduce the amount of time required to create multiple new users.

Please note that permissions will be set for each User via Permission Profiles, these will need to be set up prior to downloading the User file to bulk create the required Users.

From the Users and Permissions page click the 'Bulk User Creation' button.

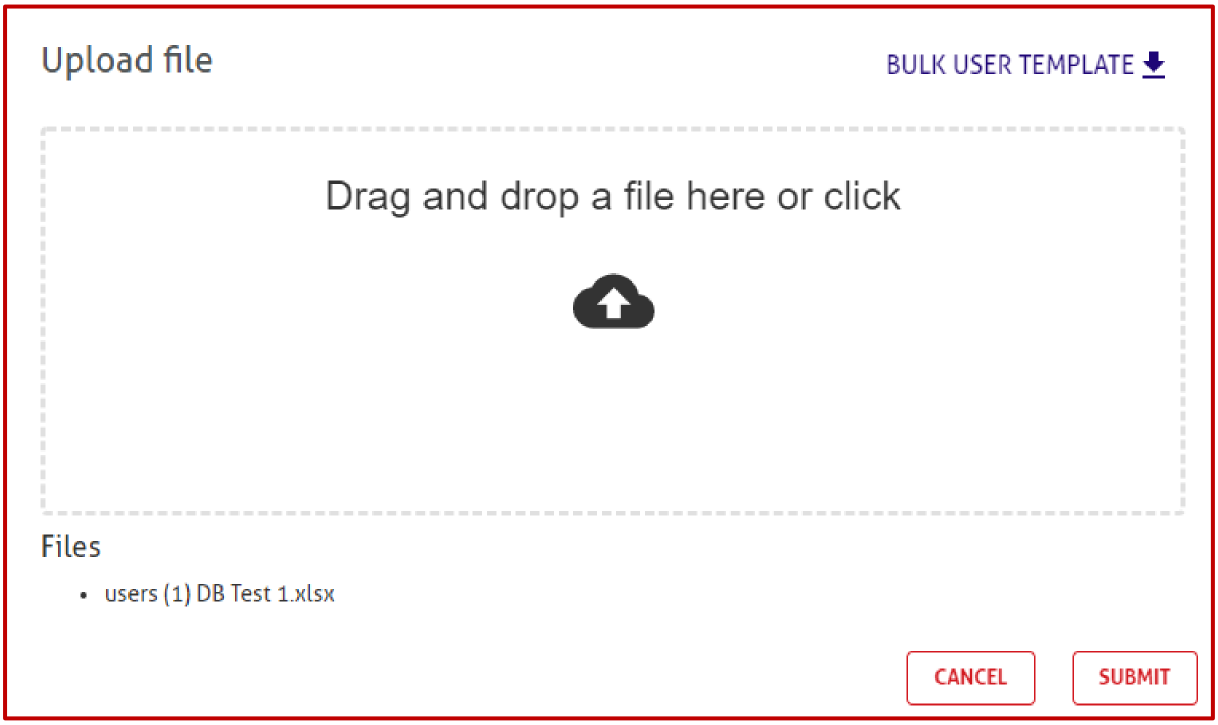


When the Upload file window is displayed click 'BULK USER TEMPLATE' to download the Users file. Once downloaded the Users file will display directions to complete the file to the user on the first tab.

Populate the second tab with the details of the Users to be created. Please ensure all mandatory fields are populated and that Accounts and Designated Approver emails are comma separated.

Save the completed file.

Drag and drop the file into the Upload file window or browse to select. Once the file has been added click 'Submit'.



An upload success or failure message will then be displayed.

Where an upload fails the Customer Administrator carrying out the upload will be contacted by email with additional details on the error(s) causing the upload to fail. The errors should be resolved before re-attempting to upload the file.

7. Reporting

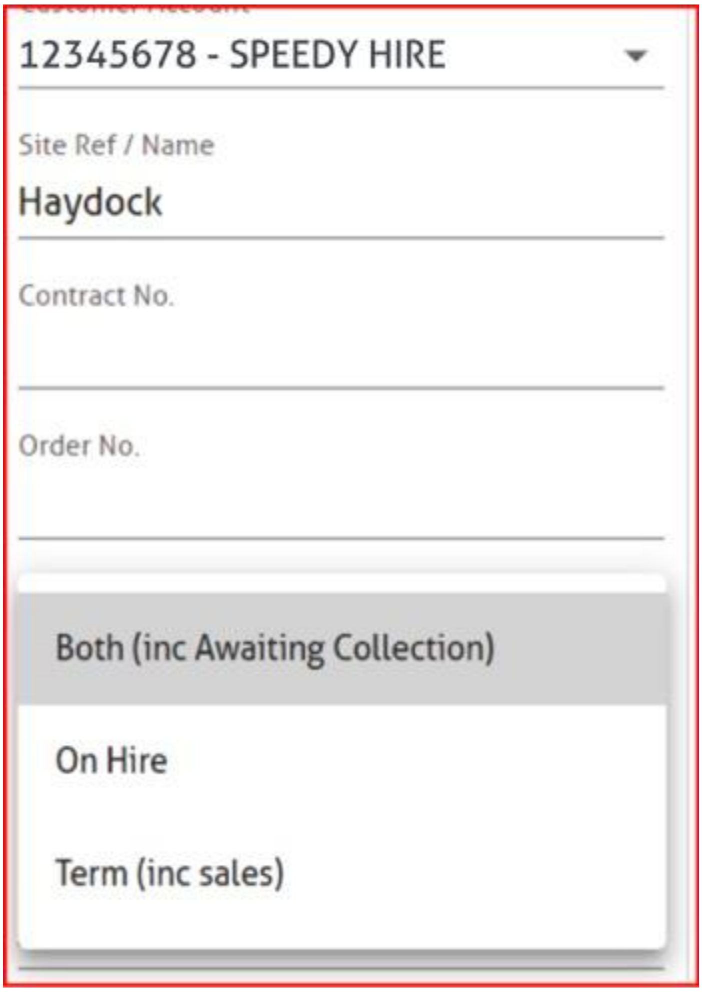
MySpeedy provides Users with robust yet easy to use reporting functionality where reports can be refined according to the Users requirement and saved for reuse without having to reset the report filters each time. They can even be scheduled for delivery at a later date to the user and selected recipients.

7.1. Run a Report

Reporting can be accessed from the Navigation pane by selecting the Reports page or by clicking on the individual report icons on the home page.

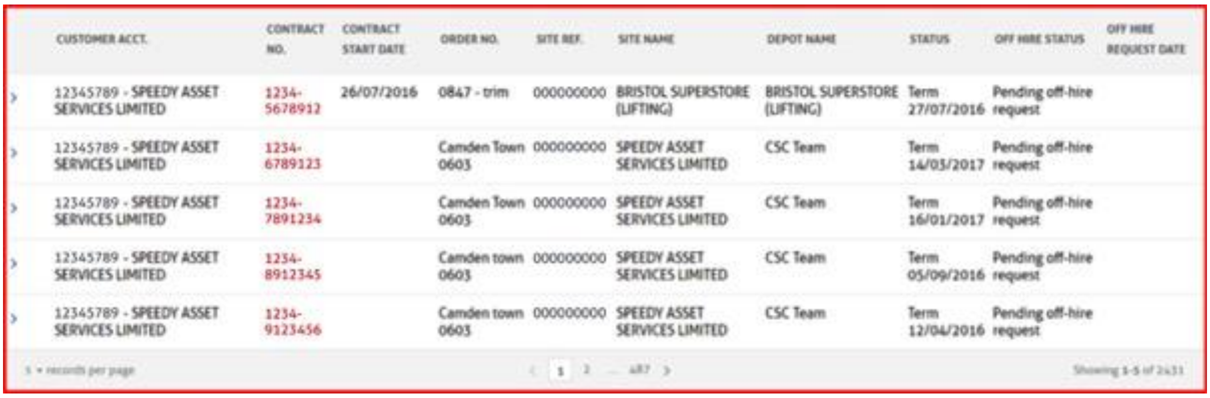
Whichever option is chosen the Report Generator will be displayed on the left hand side of the screen. From there the User can apply various filters or even change the report selected.

Filters allow the User to select from drop down lists, set date ranges or add text where appropriate to refine the data returned when the report is run.



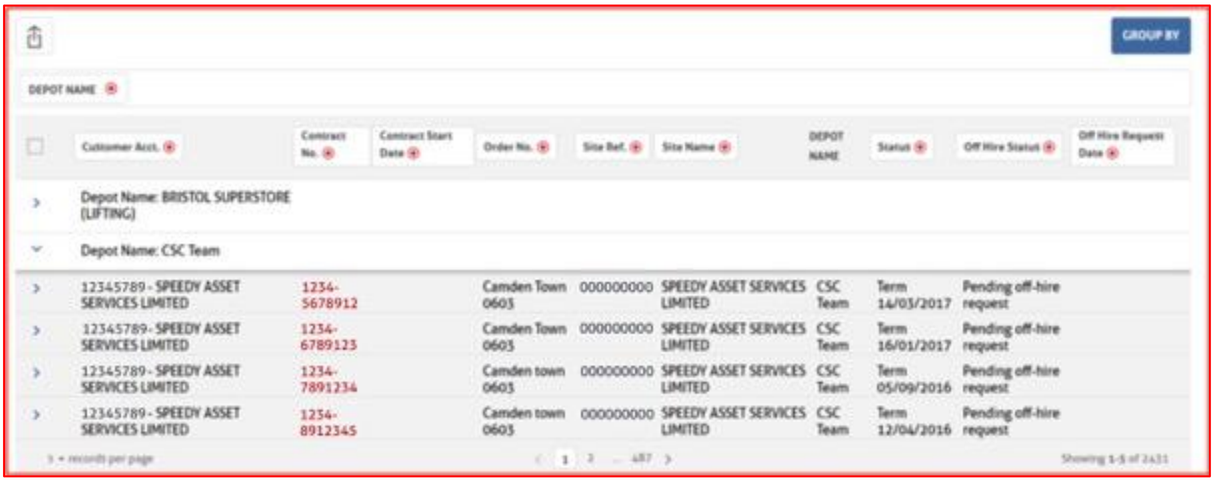
Once the User has completed their filter selections when they click ‘Run report’ the system will return the data matching the selections made.

The number of rows displayed can be amended by altering the selected records per page in the bottom left of the report.



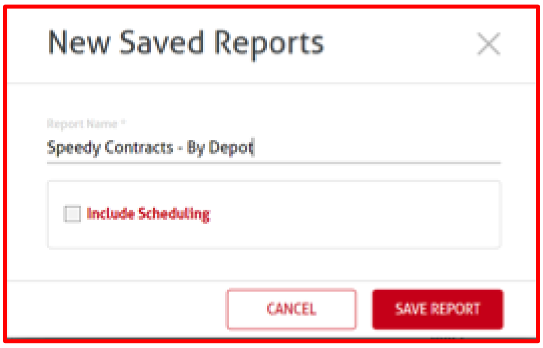
Users can sort the results of a report by clicking on a Column header.

By clicking the 'Group By' button the User can group results by dragging one of the column headers into the box that will now appear above the header row. Clicking the blue arrow to the left of the grouping will expand the report to show the grouped rows.



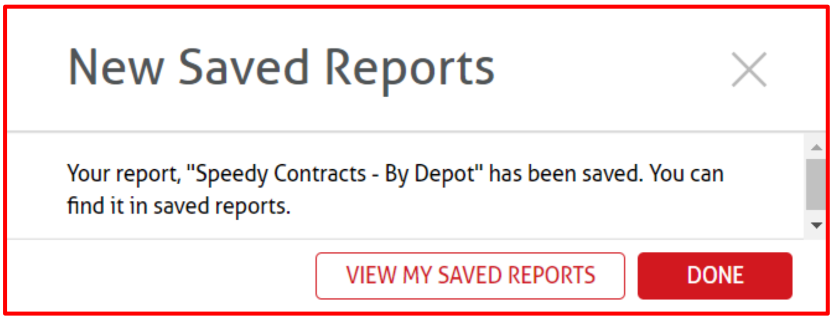
7.2. Save a Report

When a report has been set up by a User the defined filters can easily be retained for future use by saving the report. Simply set the required filters and click the 'Save As' button.



Name the report and click ‘Save Report’.

The saved report can then be accessed from the Saved Reports page or the Saved Reports pane on the homepage.

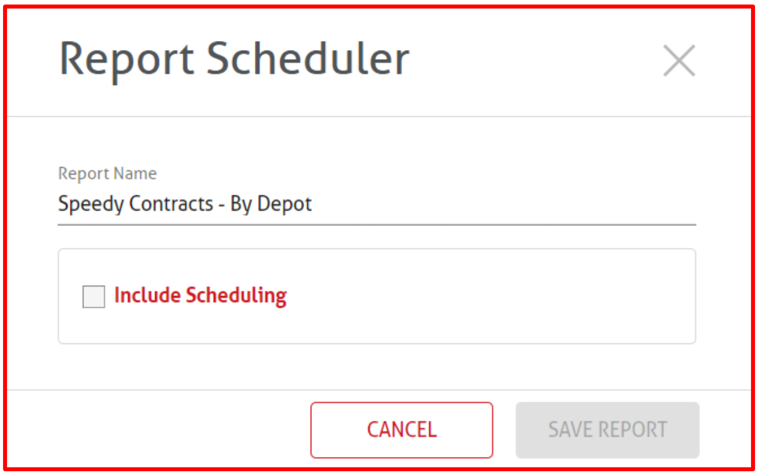


7.3. Schedule a Report

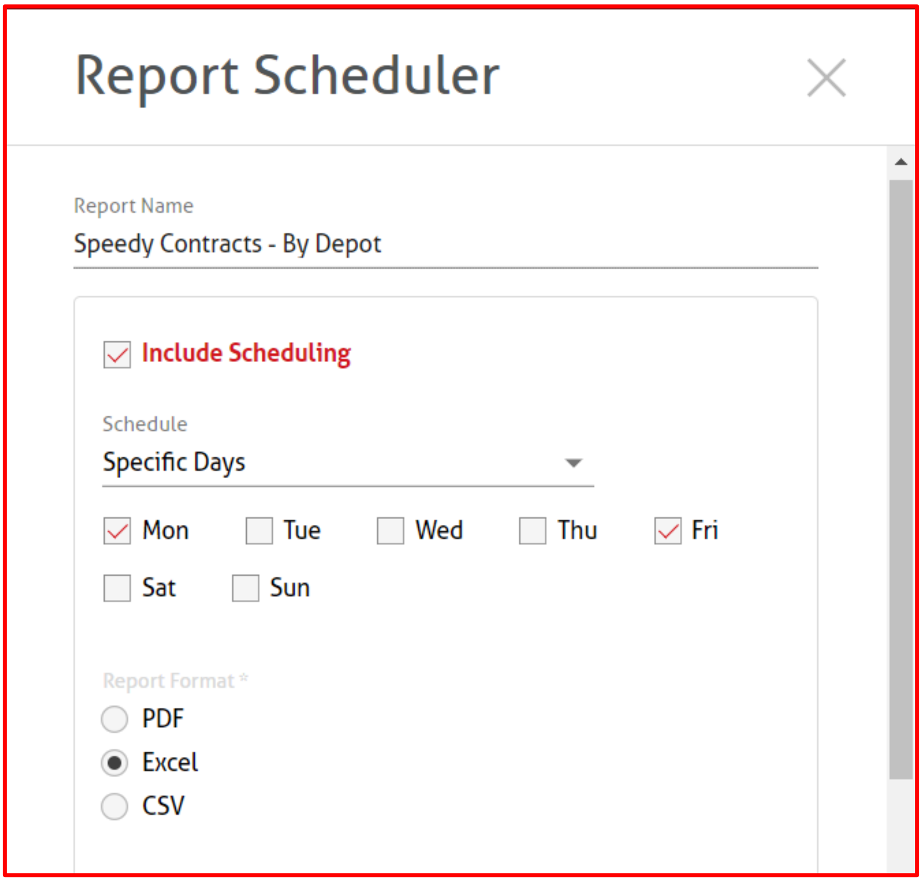
If it is likely that a report will be needed regularly a schedule for delivery of the report can be created; delivering a copy of the report in the Users chosen format without the need to login and rerun the report each time it is required. Additional recipients can also be added to the report schedule.

Schedules can be set up during creation of a report or added at a later date by clicking on the button in the Schedule column of the My Saved Reports screen for the report requiring a schedule.

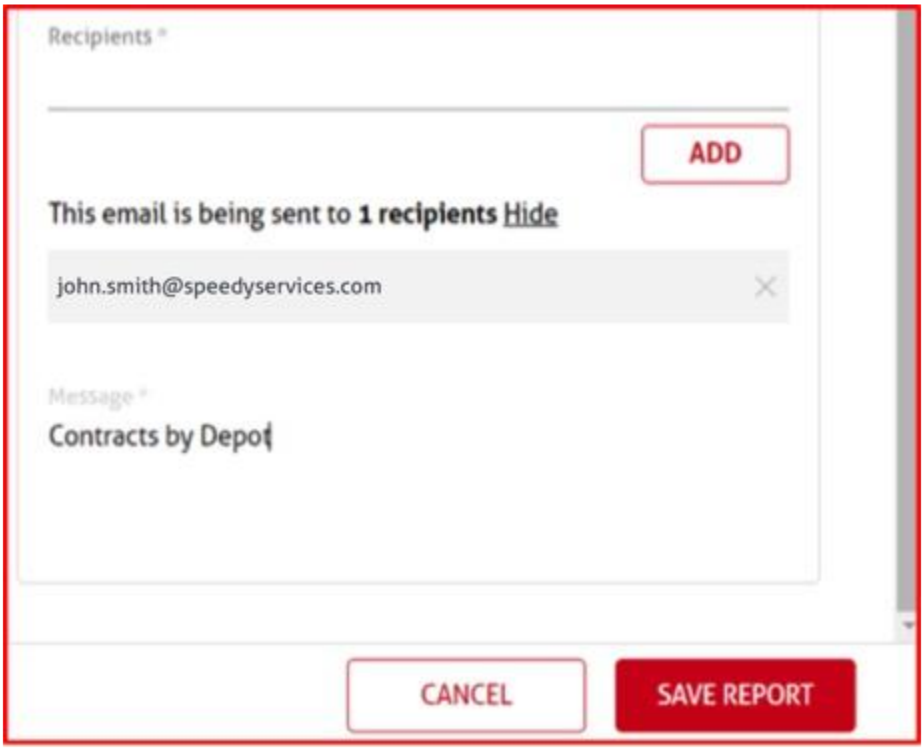
Populate the ‘Include Scheduling’ checkbox.



Set schedule requirements (Daily or Specific Days) and report format.



Add email address for each recipient the report is to be sent to and add text to be sent with the email to the Message box.



Click ‘Save Report’.

7.4. Amend a Saved Report

Report filters and schedules can be easily amended and saved either with the current title or a renamed to create a new report.

To update the filters set on a report run the existing report from the Saved Reports page and open the report generator from the left of the screen by clicking on the arrow at the top of the page.

Make the required changes to the filters and click ‘Save Changes’.

If the User wishes to retain the existing report and save the changes as a new report click ‘Save As’.

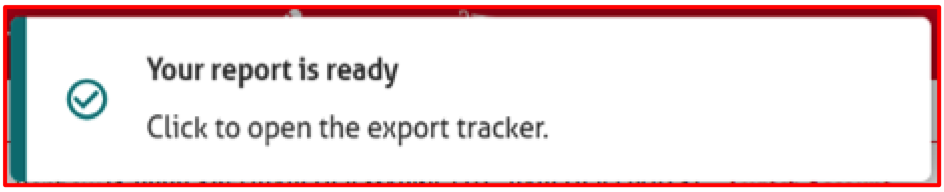
7.5. Export a Report

Users can elect to export the reports they have generated to their choice of format; Excel, pdf or csv.

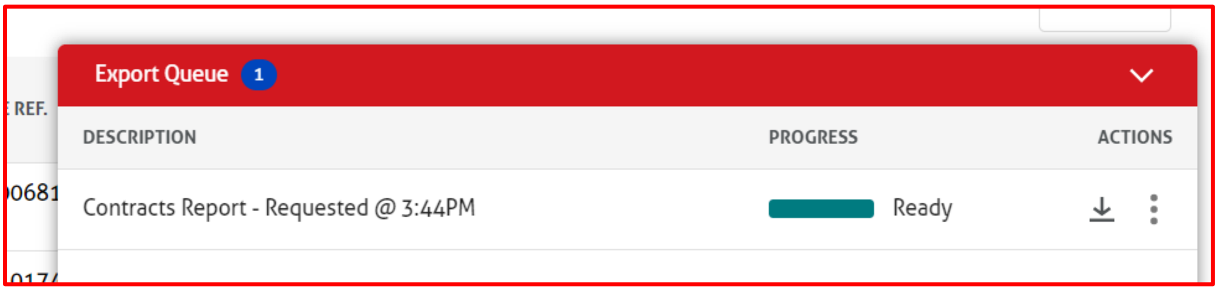
Click on the export button to the left above the report pane and select a format.

The report will be added to your export queue in the lower right of the screen.

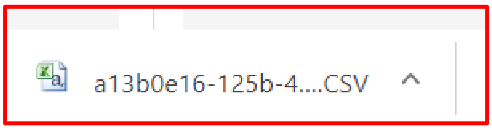
In the upper right of the screen you will see progress updates.



Click on the Export queue or the progress message to see the items in your export queue.



Click on the download arrow.



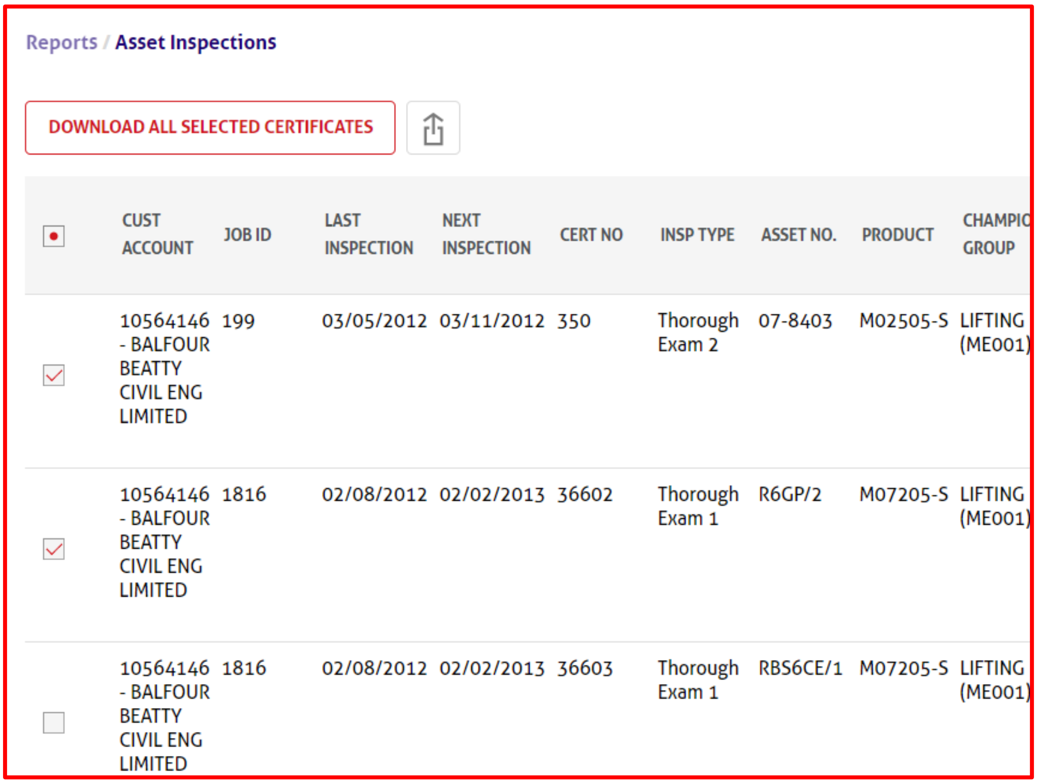
Click to open the downloaded file.

When you have accessed the reports in your export queue to remove them from the list click the three buttons in the Actions column, and click “Remove”.

7.6. Download a Certificate

To pay download Certificates from a report run the Asset Inspections report, the filters in the report generator can be set to refine the amount of data displayed in the report.

Select the certificates to be downloaded by either populating the Select All checkbox in the report header or select each certificate to be downloaded by checking the box to the left of each row.



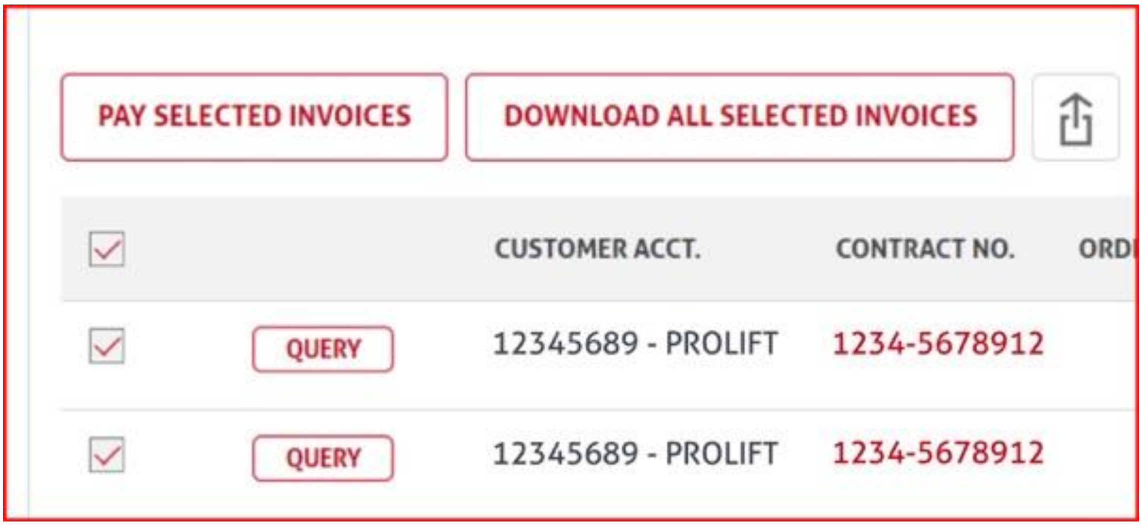
Click Download All Selected Certificates.

Open zip file by clicking on icon in lower left of screen.

7.7. Pay Invoices

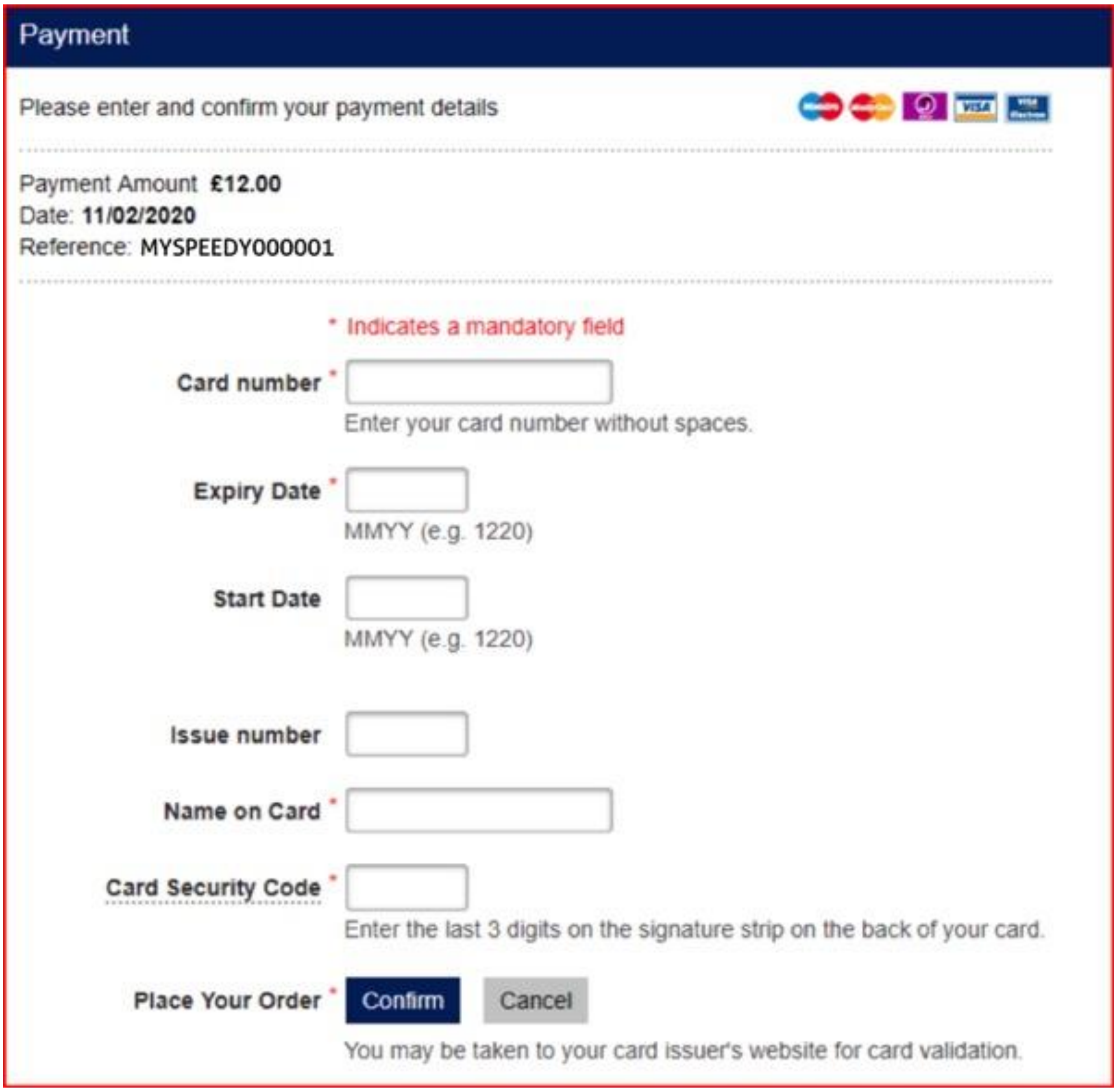
To pay invoices from a report run the Invoices / Statements report, the Payment Status filter in the report generator can be set to ‘Outstanding’ to display only those items still awaiting payment.

Select the invoices to be paid by either populating the Select All checkbox in the report header or select each row to be paid by checking the box to the left of each row.



Click ‘Pay Selected Invoices’

The User will then be taken to the payment portal to enter their payment card details and complete the payment process.



Complete all mandatory fields as indicated.

7.8. Query Invoices

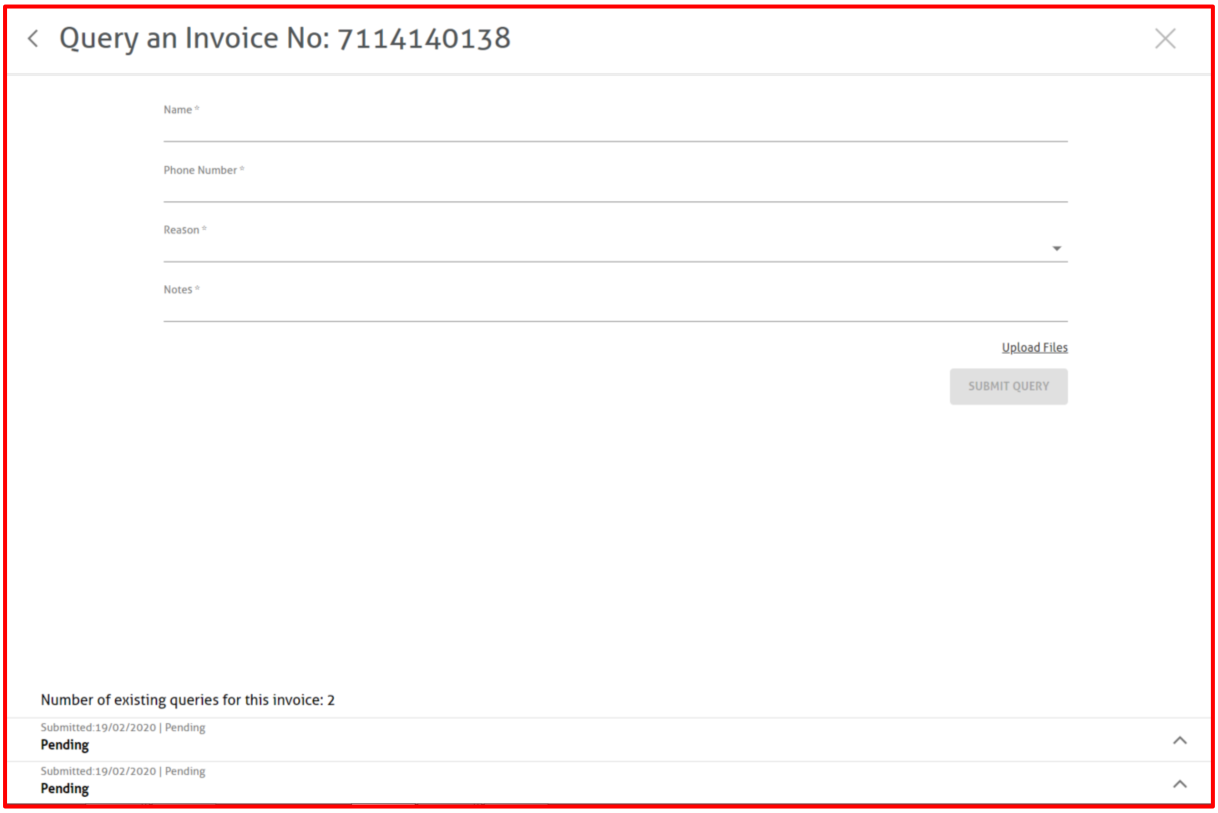
To query an invoice from a report run the Invoices / Statements report, the Payment Status filter in the report generator can be set to 'Outstanding' to display only those items still awaiting payment.

To raise a query click the 'Query' button to the left of the row to be queried.

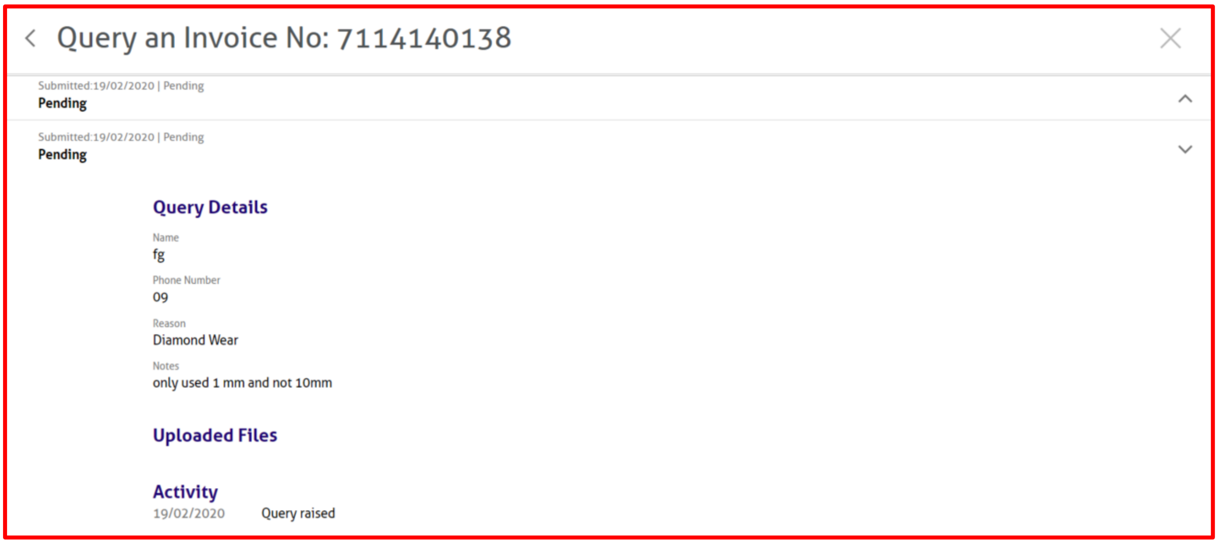
Populate the Name, Phone Number, Reason and Notes fields on the Query pane.

If you have supporting files click the 'Upload Files' link. You can then either drag and drop your files from your folders or click 'Select File' to browse your folders. Any existing queries relating to the selected record will be displayed at the bottom of the query pane.

When queries have been raised previously in relation to the selected Invoice these will be displayed at the bottom of the Query an Invoice pane.



To view the details of the existing query click the expansion arrow to the right of the query.

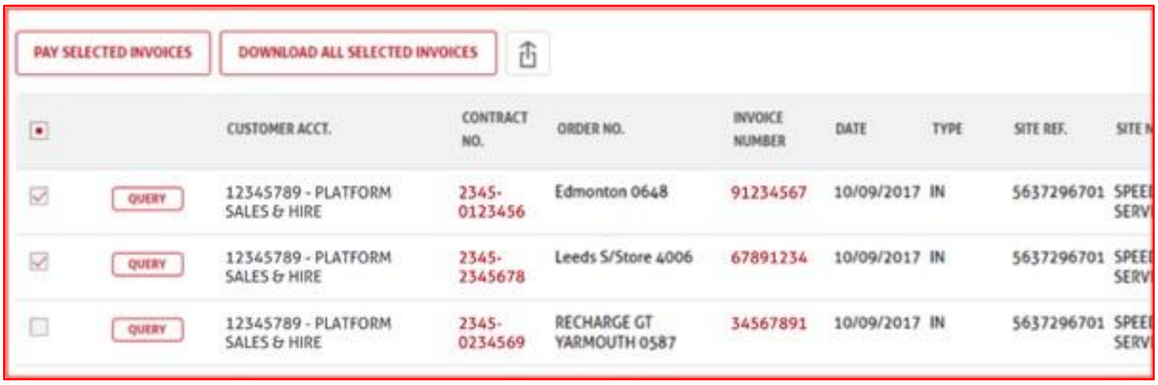


Once the required fields are populated, click 'Submit Query'.

7.9. Download Invoices

To download invoices from a report run the Invoices / Statements report, the Payment Status filter in the report generator can be set to 'Outstanding' to display only those items still awaiting payment.

Select the invoices to be downloaded by either populating the Select All checkbox in the report header or select each invoice to be downloaded by checking the box to the left of each row.



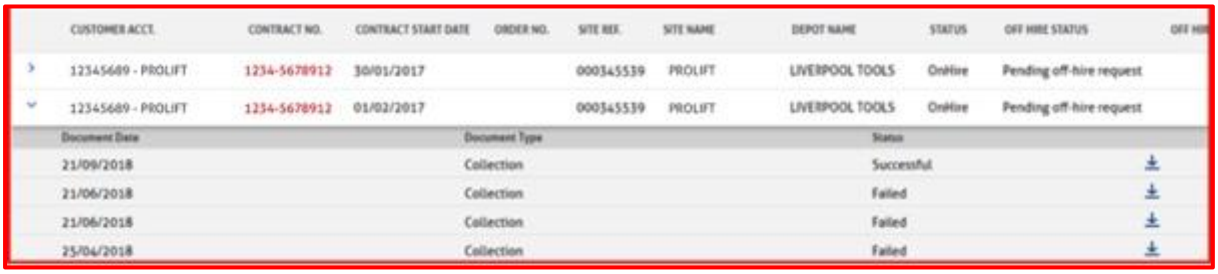
Click the ‘Download All Selected Invoices’ button.

Click to open pdf document, this will display in a new tab.

7.10. Download POD/POC’s

To download POD/POC from a report run the Contracts report which can be filtered to a specific Site or Order number to display a more relevant set of data.

Click on the arrow to the left of a row to display delivery/collection information for the selected contract.
To download the required POD/POC, click the download icon.



Click on the file to open the pdf.

The pdf document will then display on screen and can be saved or printed as required.

7.11. Off Hire Requests

To request an Off Hire via MySpeedy run the Live Hire report, setting filters as required.

Select the items to be off hired by either populating the Select All checkbox in the report header or select each item to be off hired by checking the boxes to the left of each row.

Click the 'Off Hire Selected' button.

Add collection date and amend quantity as required. For 5 day charging Customers this cannot be set to a date falling on a weekend.

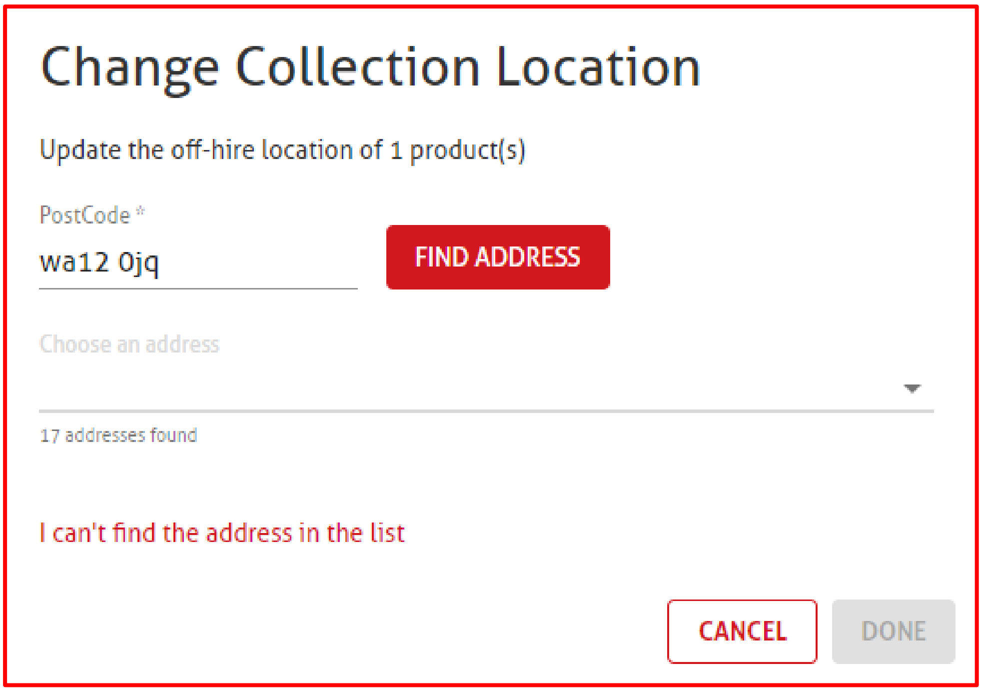
Instructions for collection can be added by clicking the 'Add Collection Instructions' button.

If the items have been moved to another site the user can provide these details by clicking the 'Change Collection Address' button.

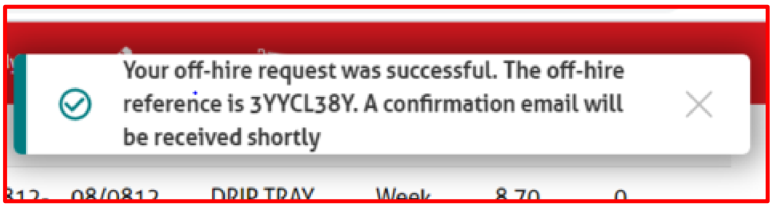
Select the item requiring updated collection details by checking the box to the left of the item and clicking 'Change'.

Enter the postcode for the correct site and click 'Find Address'.

Choose address from the drop down list or click 'I can't find the address in the list' link and add the missing address details.



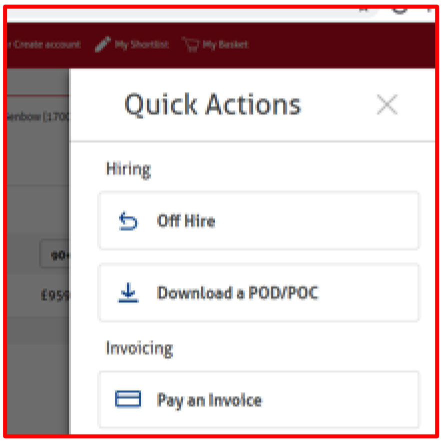
Click ‘Request Off Hire’.



A confirmation message with the off hire reference will be displayed to the top right of the screen. The User and any registered ‘cc’ email recipient will be sent a confirmation email detailing confirmation of the off hire request including the Off Hire Reference.

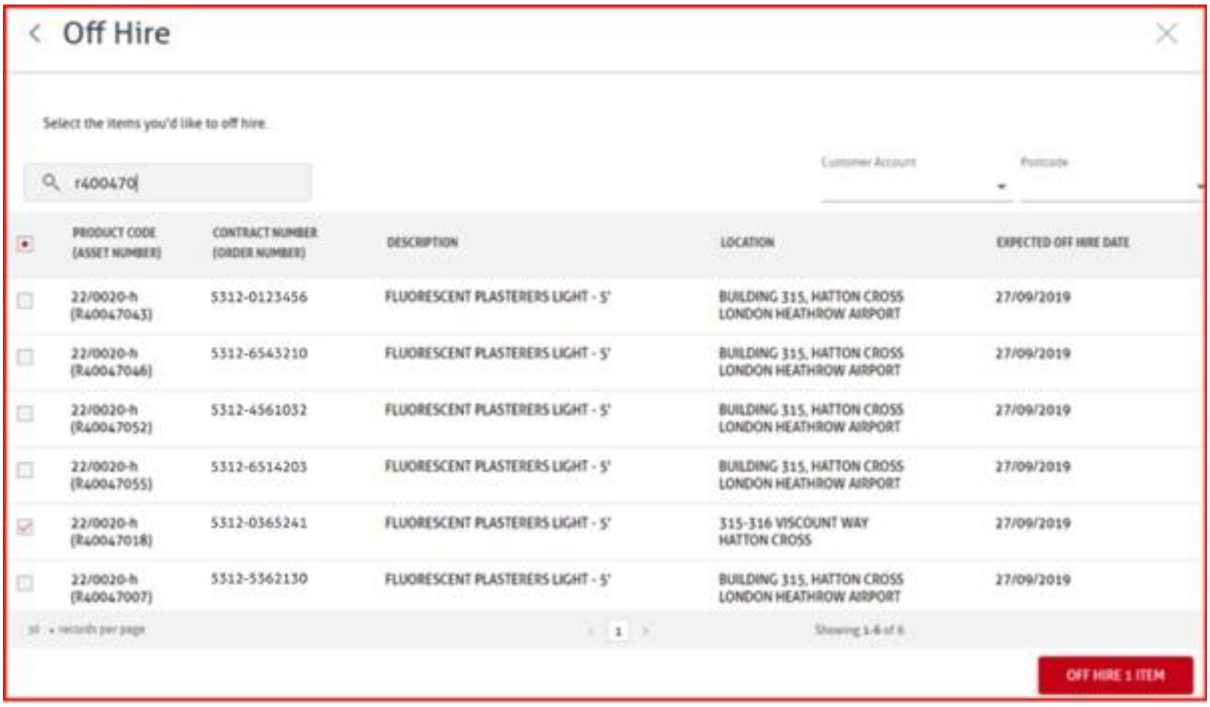
8. Quick Actions

Quick actions are available on the homepage or by clicking the ‘Quick Actions’ button on the top right of the screen and provide easy access to quickly carry out actions, like querying invoices or downloading POD/POC’s, when the User only wishes to work with one record and has the information to quickly identify and select the record.



8.1. Off Hire

Click the Off Hire Quick Action button and use the search function to find the required item.



Select the items to be off hired and click ‘Off Hire (x) Item’ button.

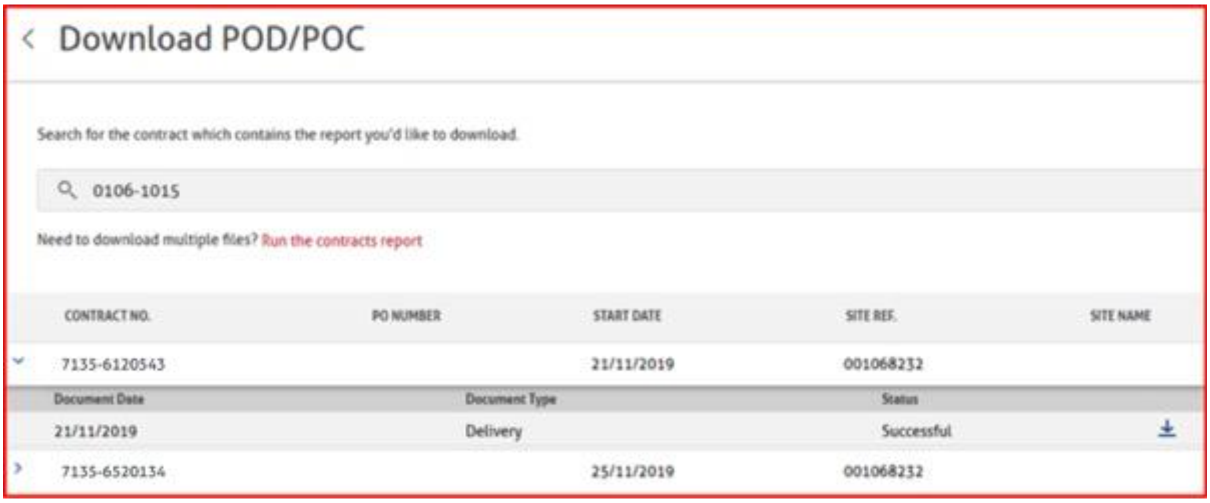
Add any collection instructions, amend quantities and update collection address if required as per Off Hire process. Click ‘Request Off Hire’ button.

The off hire reference will be displayed in the top right of the screen and a confirmation email will be sent to the requestor and any cc’ emails designated by the MySpeedy administrator.

8.2. Download POD/POC

Click the Off Hire Quick Action button and use the search function to find the required item.

Expand the row for the correct contract to see the related deliveries / collections.



Click the download button for the required POD/POC.

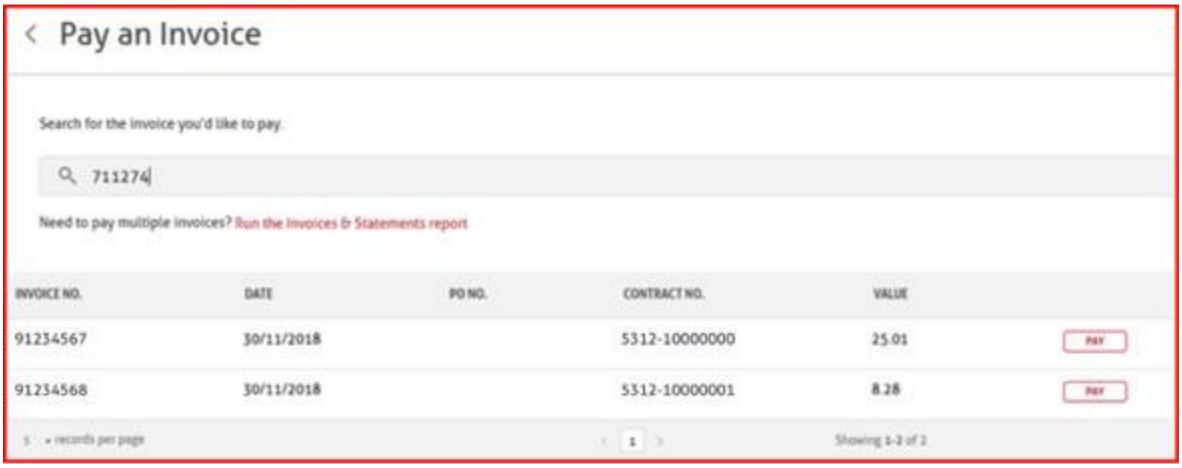
Click the file to open.

Pdf document will open in a new tab.

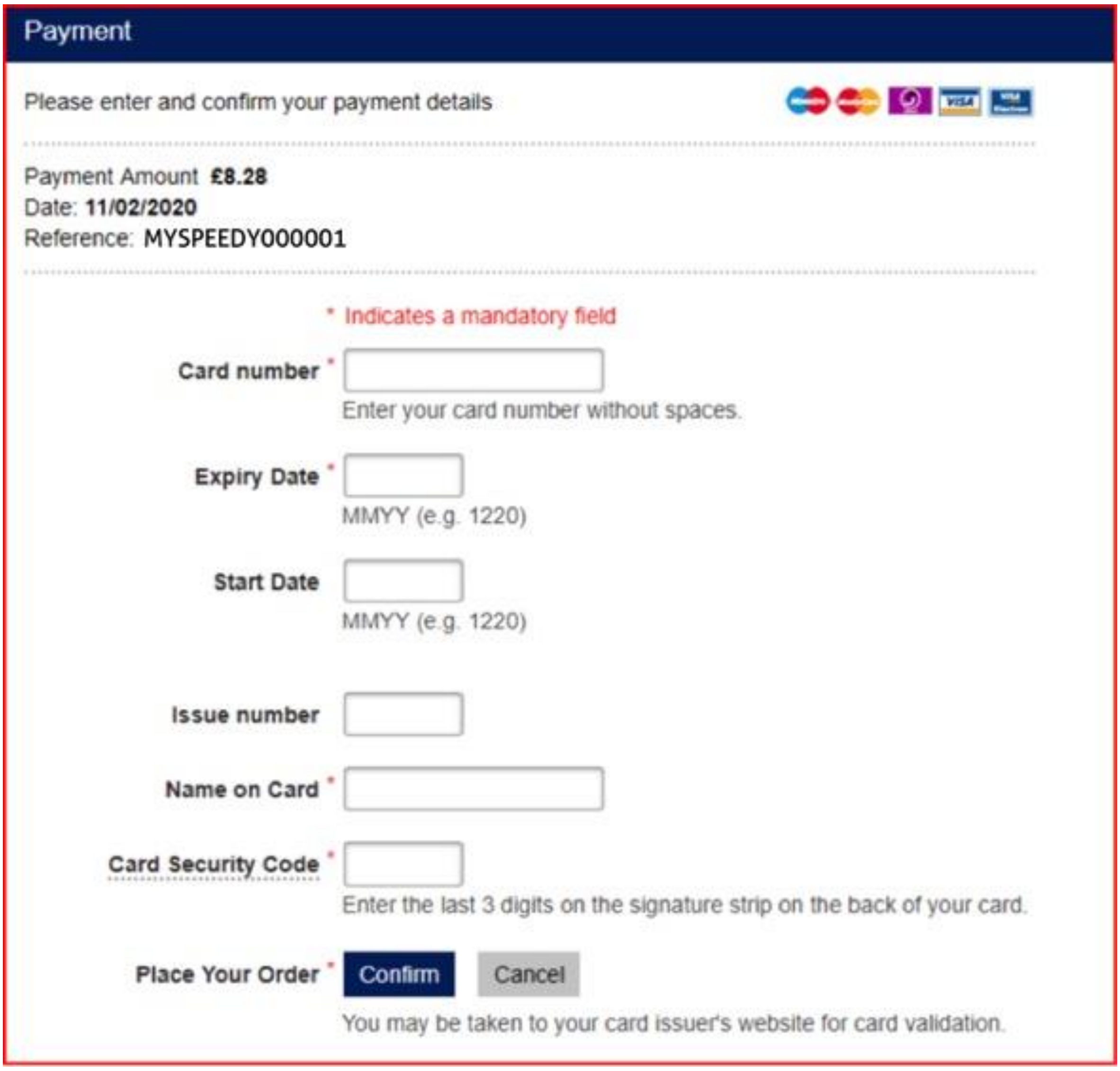
8.3. Pay an Invoice

Click the Pay an Invoice Quick Action button and use the search function to find the required item.

Click ‘Pay’ button on row for invoice to be paid.

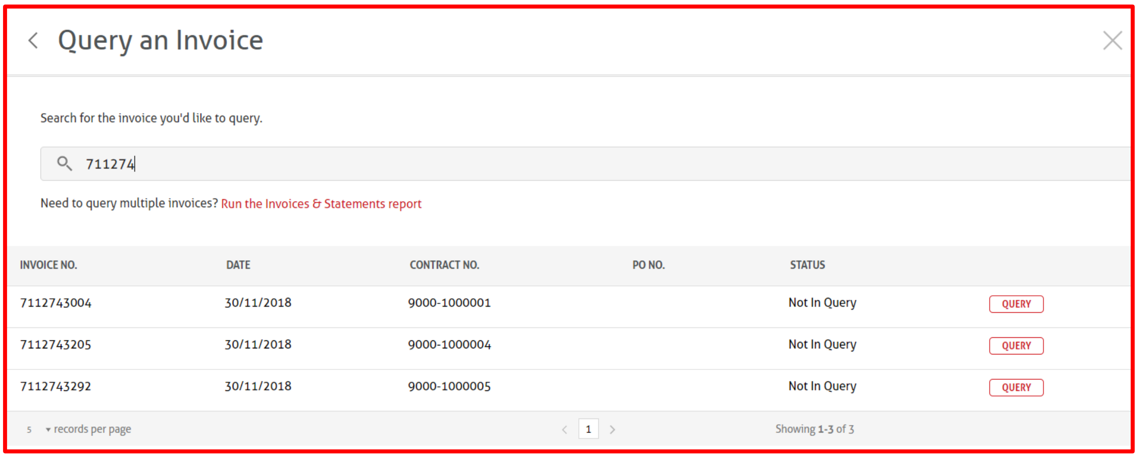


The User will then be taken to the payment portal to enter their payment card details and complete the payment process. Complete all mandatory fields as indicated.



8.4. Query an Invoice

Click the Query an Invoice Quick Action button and use the search function to find the required item.



Click the 'Query' button to the right of the screen for the invoice in question.

Populate the Name, Phone Number, Reason and Notes fields on the Query pane.

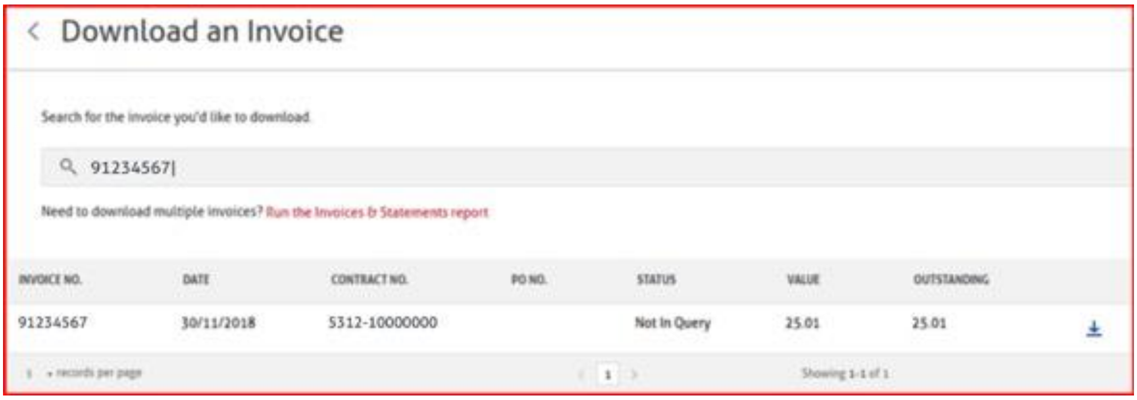
If you have supporting files click the 'Upload Files' link. You can then either drag and drop your files from your folders or click 'Select File' to browse your folders and make the required selection.

Any existing queries relating to the selected record will be displayed at the bottom of the query pane.

Once the required fields are populated, click 'Submit Query'.

8.5. Download an Invoice

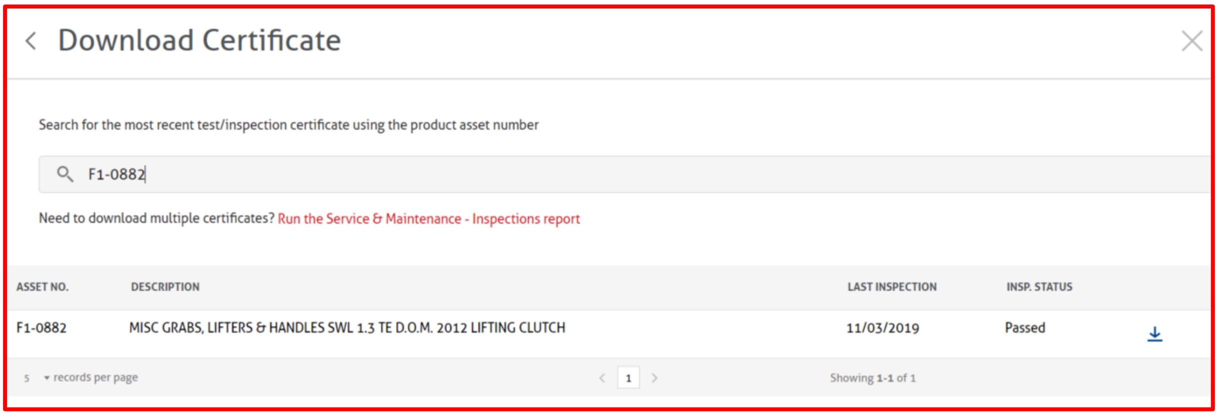
Click the Download an Invoice Quick Action button and use the search function to find the required item.



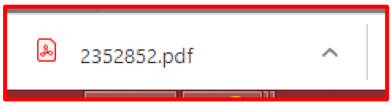
Click the download icon and click on document link to open pdf.

8.6. Download a Certificate

Click the Download a Certificate Quick Action button and use the search function to find the required item.



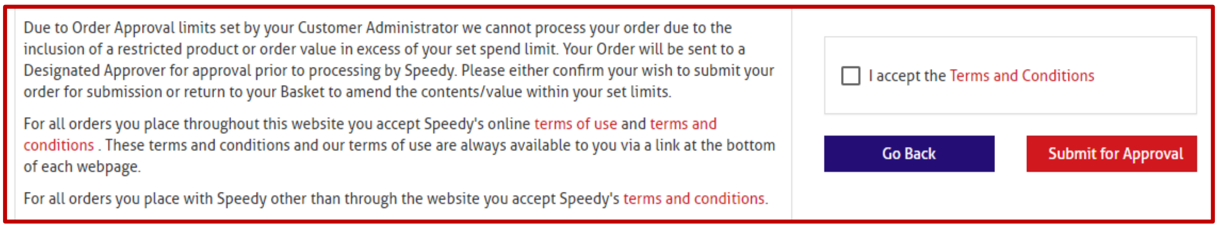
Click the download icon and click on document link to open pdf.



9. Order Approval

9.1. Submit for Approval

When a User has been set up to require approval for orders over a set limit or their basket contains a product/category that has been restricted by a Customer Administrator then they can submit their basket for approval by a designated approver by clicking 'Submit for Approval' as part of the online checkout process.



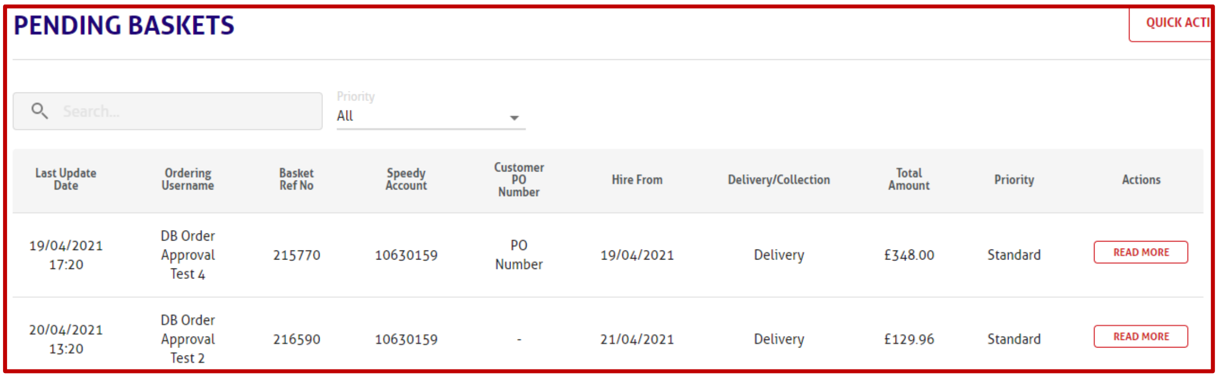
9.2. Approve Order Request

When a basket has been submitted for approval the requesting Users designated approver will be contacted by email to inform them of the approval request.

Approval requests can also be accessed from the Pending Baskets page in MySpeedy.

Requests are displayed with 'Same Day/ 4 Hour delivery' orders prioritised, and the oldest requests listed first.

Click 'READ MORE' to view the products in the basket, delivery / collection details and the reason approval is required.


PENDING BASKETS

QUICK ACTI

Search...

Priority
All

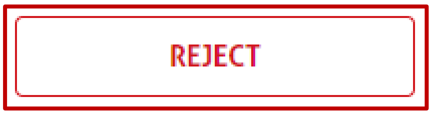
Last Update Date	Ordering Username	Basket Ref No	Speedy Account	Customer PO Number	Hire From	Delivery/Collection	Total Amount	Priority	Actions
19/04/2021 17:20	DB Order Approval Test 4	215770	10630159	PO Number	19/04/2021	Delivery	£348.00	Standard	READ MORE
20/04/2021 13:20	DB Order Approval Test 2	216590	10630159	-	21/04/2021	Delivery	£129.96	Standard	READ MORE

To approve a Basket, click the 'ACCEPT' button.

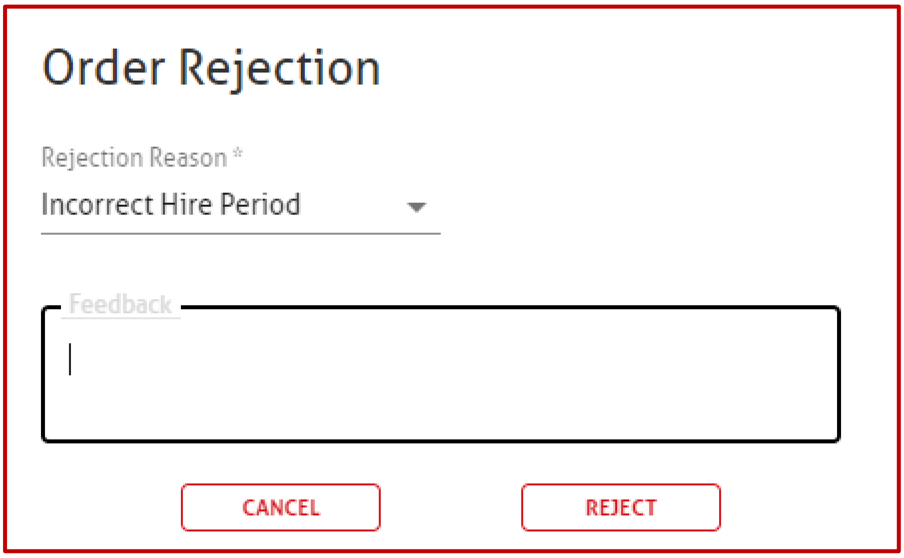
9.3. Reject Order Request

To reject a Basket, click the 'READ MORE' button to view the basket details.

Click the 'REJECT' button.



Select a 'Rejection Reason' and add 'Feedback' (Optional) then click 'REJECT'.



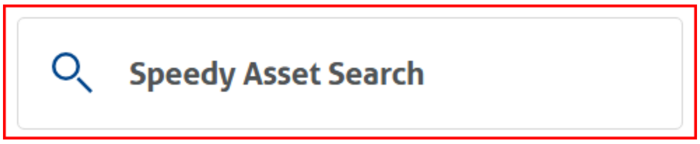
The Ordering User will be informed the approval request has been rejected by email and will be able to amend the order to resubmit if required.

10. Assets Inspections and Certificates

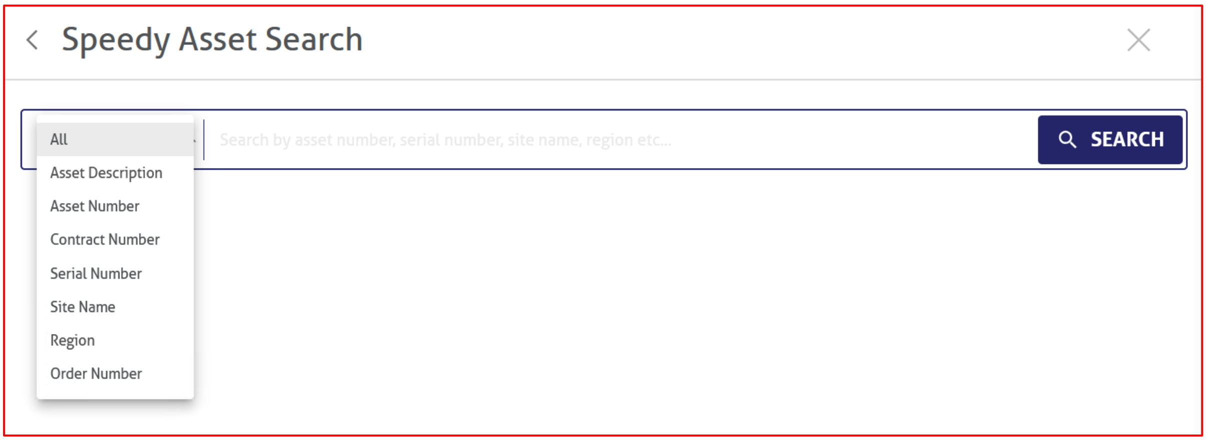
MySpeedy allows you to efficiently manage inspection reports and certificates, providing seamless access to essential documentation and details for your currently hired assets. You can download a PDF version of inspection certificates, and if a certificate is unavailable for download, you can request it directly through MySpeedy.

10.1 Speedy Asset Search

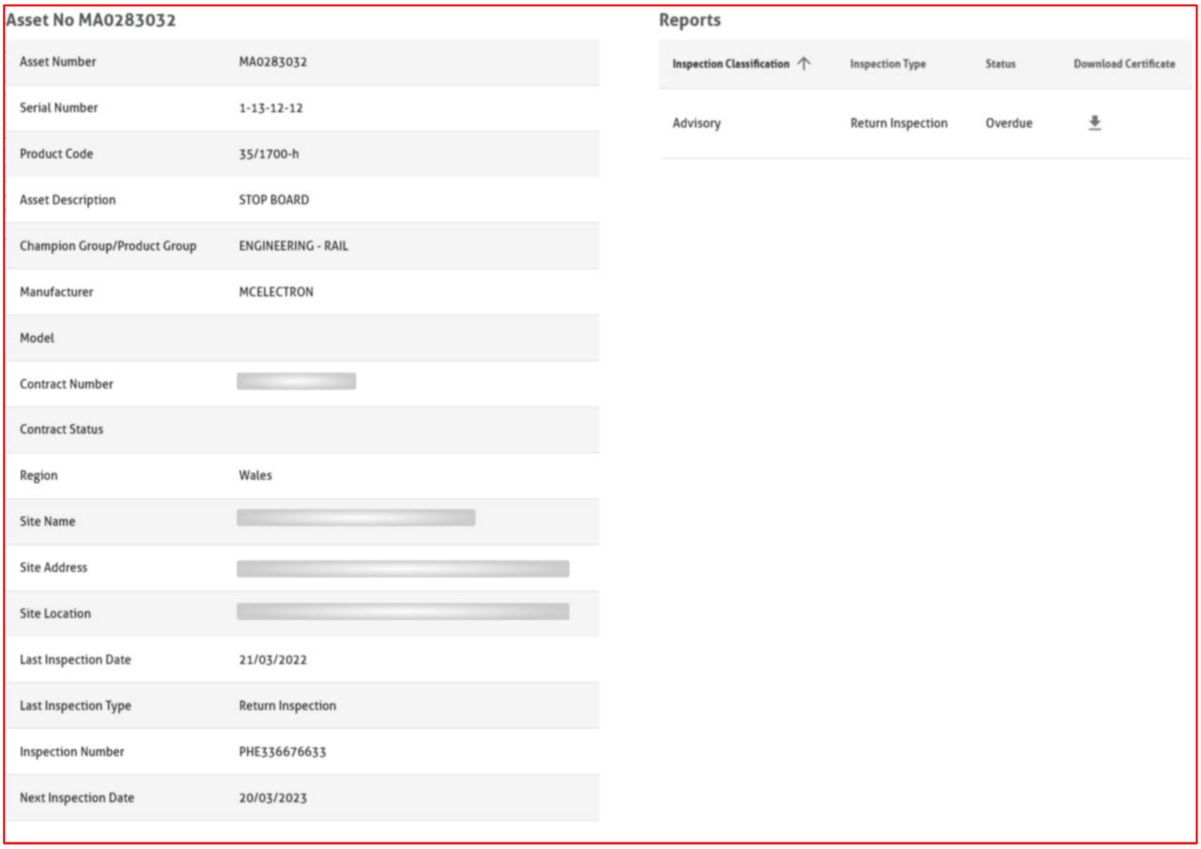
MySpeedy enables you to view detailed information about your current on-hire assets, including Product Code, Asset Description, Product Group, Last Inspection Type and Date, and Next Inspection Date. You can also download or request the certificate file as needed.
To access this information, go to the home page and click on "Speedy Asset Search."



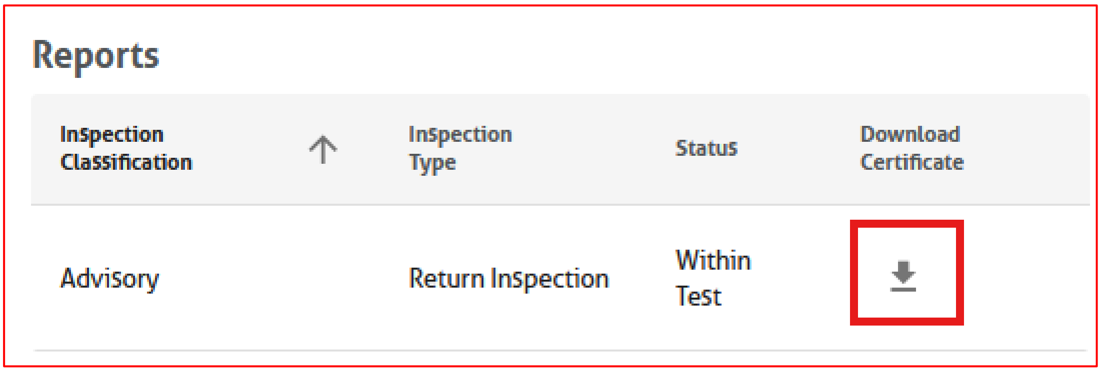
Use the search function to find your assets.



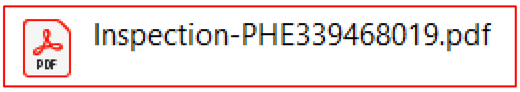
You will see all relevant details, including the option to download the certificate if it is available.



To download the certificate, click on the download icon.



Click on the document link to open the PDF document



You will see the PDF document that represent the certificate.

Road Tow Inspection

Customer copy

Report number PHE339468019

Speedy Hire

Page 1 of 1

Rental location	0539	**Rental location**	READING RSC
Rental device id	MA1027476	**Rental device name**	WESTERN H210AC-E-K ABBI HIGHWAY FUEL BOWSER 1000Ltr
Property group		**Property**	
Product Code	27/0073	**Report No.**	PHE339468019

Required	PASS	OBS	FAIL
Remove road wheels, hub/grease cap, bearing nut and brake drum, clean and check general condition of components.	☑	☐	☐
Ensure adequate lining and servicability of brake shoes, replace if unservicable.	☑	☐	☐
Inspect internal swept area of drum braking surface, replace if scored	☑	☐	☐
Remove and degrease all bearings and check for wear & tear. Any damage replace. (not applicable Sealed for Life)	☑	☐	☐
Re-pack bearings with grease as per manufacturers guidelines and reseat inner bearing into race. (not applicable Sealed for Life)	☑	☐	☐
Assemble wheels, brake drum, tighten hub nut,check bearings for free play, noise, defects or damage and torque as per manufacturers specifications.	☑	☐	☐
Ensure brake linkages are free from damage and brake cables routed correctly.	☑	☐	☐
Adjust brake shoes, then adjust handbrake cable as per manufacturers guidelines (Knott or AL-KO)	☑	☐	☐
Function test handbrake operates smoothly and locks into both braked and unbraked positions. (Brake holds and releases when operated).	☑	☐	☐
Breakaway cable fitted securely to brake linkage, undamaged and spring clip operates.	☑	☐	☐
All tyres/wheels correct size, type & ply, free from damage, refer to manufacturers guide and legal requirements.	☑	☐	☐
All tyres > 1.6mm tread around entire outer circumference, undamaged, inflated to correct pressure(s) as per manufacturers specifications.	☑	☐	☐
All wheel nuts/bolts correctly torqued (Refer to manufacturers specifications) and wheel nut indicators fitted and aligned correctly as per SaS-155	☑	☐	☐

Comments

Signed	Inspection date	**Next inspection due date**
Theo Jimson	04/04/2024	03/04/2025

10.2 Speedy Asset Inspections

MySpeedy enables you to generate a report listing all inspections and provides the option to download or request certificates directly from the report. To access this feature, click on the "Speedy Asset Inspections" report.

Fill in the necessary filter fields, then run the report.

You can download or request your certificates using the certificate links.

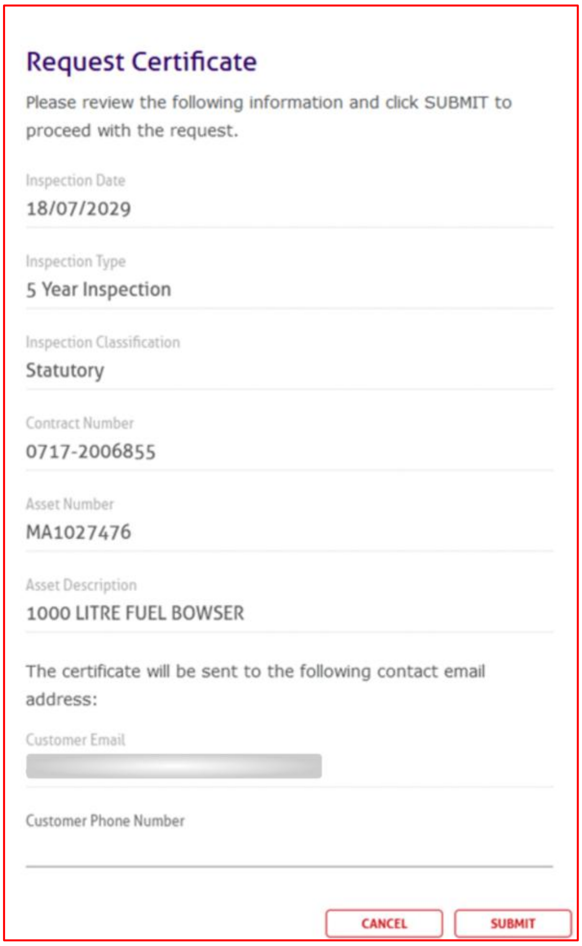
REPORTS / SPEEDY ASSET INSPECTIONS

GROUP BY

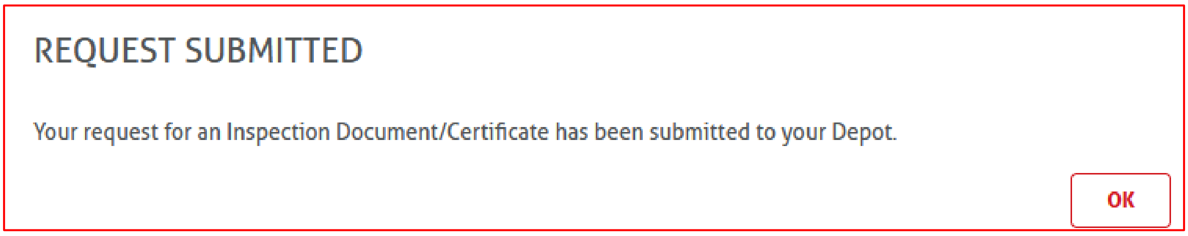
CUST ACCOUNT	DESCRIPTION	CONTRACT NUMBER	MODEL	PRODUCT	ASSET NO.	GROUP	INSPECTION CLASSIFICATION	INSPECTION TYPE	CLASS	INSPECTION NUMBER	INSPECTION STATUS	LAST INSPECTION	NEXT INSPECTION	SITE POSTCODE	CERTIFICATE
[illegible]	BOW SHACKLE HT STEEL SCREW PIN WLL 4.75T	[illegible]	UNKNOWN	72/8130-h	MA1144370	GENERAL TACKLE & ACCESSORIES	Statutory	Thorough Examination	UNKNOWN	PHE340989929	Within Test	27/11/2024	26/05/2025	[illegible]	Download Certificate
[illegible]	CHAIN SLING 4.25 TONNE SWL 10mm 2 LEG X 3m	[illegible]	HNA10.203.	72/5120-h	MA1139117	GENERAL TACKLE & ACCESSORIES	Statutory	Thorough Examination	WILLIAMHAC	PHE341352223	Within Test	23/01/2025	22/07/2025	[illegible]	Download Certificate
[illegible]	FORKLIFT HOOK ATTACHMENT SWL 3t	[illegible]	2084/3000	73/7130-h	MA1138352	LIFTING & HOISTING	Statutory	Thorough Examination	EICHINGER	PHE340681348	Overdue	09/09/2024	08/03/2025	[illegible]	Download Certificate
[illegible]	130/100 DIESEL COMPRESSOR (2 TOOL)	[illegible]	7/31E G	19/0070-h	MA1132634	AIR & HYDRAULIC TOOLS	Statutory	Annual Road Tow Inspection	DOOSAN	PHE339883424	Within Test	30/05/2024	29/05/2025	[illegible]	Download Certificate
[illegible]	PAVING STONE LAYER SWL 150kg VPH150	[illegible]	VPH150	73/5300-h	MA1032329	LIFTING & HOISTING	Statutory	Thorough Examination	PROBST	PHE341025669	Within Test	12/11/2024	11/05/2025	[illegible]	Download Certificate
[illegible]	1000 LITRE IBC (FUEL TANK)	[illegible]	10TCG(R)-K	46/0115-h	MA1028629	FUEL TANKS & BOWSERS	Statutory	2.5 Year Inspection	WESTERN	PHE337491209	Within Test	30/05/2023	29/11/2025	[illegible]	Download Certificate
[illegible]	1000 LITRE IBC (FUEL TANK)	[illegible]	10TCG(R)-K	46/0115-h	MA1028629	FUEL TANKS & BOWSERS	Statutory	5 Year Inspection	WESTERN	PHE230263637	Within Test	24/04/2020	23/04/2025	[illegible]	Request Certificate
[illegible]	1000 LITRE IBC (FUEL TANK)	[illegible]	10TCG(R)-K	46/0115-h	MA1028598	FUEL TANKS & BOWSERS	Statutory	2.5 Year Inspection	WESTERN	PHE338070095	Overdue	01/09/2022	28/02/2025	[illegible]	Download Certificate
[illegible]	1000 LITRE IBC (FUEL TANK)	[illegible]	10TCG(R)-K	46/0115-h	MA1028598	FUEL TANKS & BOWSERS	Statutory	5 Year Inspection	WESTERN	PHE230263628	Within Test	20/08/2020	19/08/2025	[illegible]	Request Certificate
[illegible]	COUNTERBALANCED DAVIT SYSTEM SWL 150kg (1 MAN)	[illegible]	30073	70/7460-h	MA0430926	TKE LIFT SHAFT EQUIPMENT	Statutory	Thorough Examination	ABTECHSAFE	PHE341202880	Within Test	18/12/2024	17/06/2025	[illegible]	Download Certificate

10 ▾ records per page   ‹ 1 … 36 37 38 39 40 ›   Showing 361-370 of 400

If you click “Download Certificate,” the certificate PDF file will be downloaded.
If you click “Request Certificate,” a modal will open where you can enter your mobile number and click the Submit button.



A confirmation message will appear, indicating that your request has been submitted and will be processed by Speedy team. The certificate will be sent to you by email once it is ready.



10.3 Speedy Download a Document/Certificate

If you have the product number, order number or the contract number and you only need to download the most recent certificate without viewing additional products details, you can use the "Speedy Download a Document/Certificate" modal.

Speedy Download a Document/Certificate

Enter the product number, order number or the contract number and a list of the most recent certificates will be displayed, allowing you to download or request certificates if they are unavailable for download.

Speedy Download a Document/Certificate

Search for the most recent test/inspection certificate using the product asset number

21

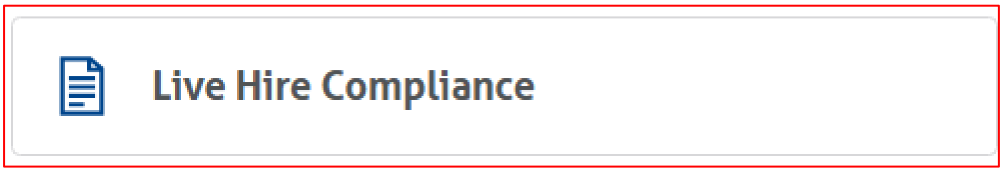
ASSET NO.	DESCRIPTION	INSP. CLASS	INSP. TYPE	INSP. NUMBER	LAST INSP. DATE	INSP. STATUS	CERTIFICATE
MA1782178	TRIPOD - ALUMINIUM	Advisory	Return Inspection	PHE336913993	27/04/2022	Overdue	Download Certificate
MA1815121	1100 LITRE WATER BOWSER - TOWABLE	Statutory	Annual Road Tow Inspection	PHE338753282	17/07/2023	Overdue	Download Certificate
MA1574421	MINI LIGHTING TOWER (5.5M)	Advisory	Return Inspection	PHE339418929	07/12/2023	Overdue	Download Certificate
MA1662621	1100 LITRE WASHER BOWSER - TOWABLE	Statutory	Annual Road Tow Inspection	PHE339849744	13/03/2024	Within Test	Download Certificate
MA1892156	CUT OFF SAW - 2 STROKE - 300MM	Advisory	Return Inspection	PHE340154231	14/05/2024	Overdue	Download Certificate

5 records per page — Showing 1-5 of 18

10.4 Live Hire Compliance

Using MySpeedy's Live Hire Compliance report, you can view the upcoming inspection dates, ensuring confidence in the reliability and safety of the equipment you are using.

Click on the "Live Hire Compliance" button, then filter the report based on your search criteria and run the report.



REPORTS / LIVE HIRE COMPLIANCE

GROUP BY

ORDER CONTACT PERSON	DEPOT CODE - NAME	CONTRACT STATUS	ORDER NUMBER	CUSTOMER REFERENCE	PROJECT REFERENCE	PRODUCT CODE	ASSET NO	LINE TYPE	QTY	PRICE	RATE ID	DELIVERY CONTACT NAME	DELIVERY CONTACT NUMBER	DELIVERY NAME	DELIVERY ADDRESS	POSTCODE	NEXT RETURN INSPECTION	NEXT THOROUGH EXAMINATION
	6090SAS	AwaitingCollection				22/0014-h	MA1907406	Live Line	1.600000	20.75	Week						15/06/2025	
	6090SAS	InRental				03/0070		Component Line										
	6090SAS	InRental				03/0060-h	MA1919466	Live Line	1.000000	6.10	Week						12/08/2025	
	6090SAS	AwaitingCollection				79/5256-h	MA1806843	Live Line	1.200000	58.69	Week							01/08/2025
	6090SAS	AwaitingCollection				79/5256-h	MA1806707	Live Line	1.200000	58.69	Week						01/12/2025	09/04/2025
	6090SAS	AwaitingCollection				79/5256-h	MA1836203	Live Line	1.200000	58.69	Week							12/11/2025
	6090SAS	AwaitingCollection				79/5256-h	MA1850803	Live Line	1.200000	58.69	Week							01/05/2025
	6090SAS	AwaitingCollection				22/0014-h	MA1823028	Live Line	2.000000	20.75	Week						10/08/2025	
	6090SAS	AwaitingCollection				06/0040		Component Line										